

TABLE OF CONTENTS

Under Construction

Introduction

I. IBEDS Procedures

1	Employees Whom IBEDS Information is Required.....	6
2	Employees Whom IBEDS Information is not Required.....	7
3	Non-certified Assignment Code Definition.....	7
4	Employees Performing Both Certified and Non-certified Assignments.....	7
5	Assignments in Multiple Districts/Charters.....	7
6	Districts Involved with Late Negotiations.....	8
7	Reconciling Current Year to Prior Year Data.....	8
8	Non-District Contracted Staff.....	8
9	IBEDS Calculations.....	9
10	Reviewing IBEDS Information and Reports.....	9

II. The Basics of IBEDS Reporting

1	Basic Records and Forms Used in Reporting Process.....	10
2	IBEDS Program Disk Procedure.....	10
3	Submitting IBEDS Using the “Paper” Procedure.....	11
4	Key Tables and Codes Used in IBEDS Data Collection.....	11

III. Personnel Information Record

1	Unique Identification Number.....	12
2	Personnel Information – All staff	
	Name.....	12
	Address (mailing-optional).....	12
	Address (home-optional).....	13
	City, State, Zip code.....	13
	Birth Date.....	13
	Sex.....	13
	Ethnicity.....	13
3	Certificated Staff Demographics	
	Initial Certification Year.....	14
	Year of Degree Claimed.....	14
	Institution Where Highest Degree Obtained.....	14
	State Where Highest Degree Obtained (State Granting Degree).....	15
	Last Year Additional Credits Acquired.....	15

IV. Certified Staffing Records

Experience/Education History Record (for state funding purposes)

Current School Year.....	17
Education	
Degree Claimed.....	18
Additional Credits.....	18

Experience	
K-12 Experience - Idaho	22
K-12 Experience - Other States	22
K-12 Experience – Private or Parochial.....	22
College/University Experience – Idaho	22
College/University Experience – Non-Idaho.....	23

Employment/Contract Record

Current School Year	24
District/Charter	25
Employment Date	25
Building.....	25
Years in District/Charter	25
Status.....	26
Contract Type.....	26
Terminated/Inactive Date.....	26
Terminated/Inactive Reason Code.....	26
Contract - Base.....	28
Contract - Days	28
Contract - FTE	28
Extra-Pay Code	29
Extra-Pay Amount.....	29
Funding Source	30
Funding Percentage.....	30

Assignment Record(s)

Current School Year	31
District/Charter	31
Contract (1 or 2).....	31
Period	32
Assignment Code.....	34
Building.....	34
Grade Taught	35
Class Level.....	35
Membership Taught by Ethnicity/Gender	36
Qualification Clearance	36

V. Non-Certified Records

Employment/Contract Record

Current School Year	37
District/Charter	38
Building.....	38
Employment Date	38
Status.....	38
Terminated/Inactive Date.....	38
Terminated/Inactive Reason Code.....	39
Assignment Code.....	40
Rate Per Hour.....	40
Hours Per Week	40
Weeks Per Year.....	40

Funding Source	41
Funding Percentage.....	41

Paraprofessional Record (non-certificated aide positions)

Academic College Degree	42
Date of Degree	43
Institution of Degree	43
Academic Institution Transcript Credits.....	43
Data Minimum Credits Obtained.....	43
Institution of Transcript Credits.....	43
Date Passed ETS Parapro Exam	43
Score on ETS Parapro Exam.....	43
Date Competency Checklist Obtained.....	43
Verified by (Position)	43
Verified by (Name).....	43

VI. Summer School Records (if applicable)

Certified Employment/Contract Record – Approved Summer School

Current School Year	
District/Charter	
Building.....	
Years in District/Charter	
Contract – Base (Summer Only).....	
Contract – Total Days.....	
Contract – Total Hours.....	
Assignment Code(s).....	
Total Hours Per Assignment Code.....	
Funding Source(s).....	
Funding Percentage(s)	
Extra-Pay Code(s).....	
Extra-Pay Amount(s)	

Non-Certified Employment Record – Approved Summer School

Current School Year	
District/Charter	
Building.....	
Years in District/Charter	
Assignment Code.....	
Rate Per Hour.....	
Hours Per Week	
Weeks Per Year.....	
Funding Source(s).....	
Funding Percentage(s)	

VI. Non-District Contracted Certified Staff

Contract.....	44
Contracted Amount.....	44
Days	44
Full-Time Equivalents (FTE).....	44

Contractor Funding Source	32
Contractor Funding Source - Code	33
% of Total FTE	33
Assignment Performed.....	33

VII. Non-District Contracted Non-certified Staff

Assignment and Wages.....	34
Assignment Code.....	34
Rate Per Hour.....	34
Hours.....	34
Weeks.....	34
Contractor Funding Source	34
Contractor Funding Source - Code	35
% of Total FTE	35

Appendices 48

Appendix A - IBEDS Forms and Records.....	50
Appendix B - IBEDS Operations.....	44
Appendix C – Edits and Reports to Review.....	55
Appendix D - IBEDS Codes and Tables	73
Appendix E - IBEDS Sample Reports.....	98

INTRODUCTION

The Idaho State Department of Education (SDE) Idaho Basic Education Data System (IBEDS) was designed to consolidate data collection and improve reporting.

Data provided in this collection process will be used in determining: Salary Apportionment Funding, School Accreditation Status, and Average Yearly Progress. Also, it provides the basis from which statistical summaries are compiled. Local education agencies, the Idaho State Department of Education, and other governmental entities (both state and federal) use the summaries for decision-making. The summaries also provide information to other individuals and organizations interested in Idaho public education.

The cooperation of all Idaho schools and administrators is needed in order to provide complete and accurate information for the advancement of public education programs.

I. IBEDS Procedures

The established deadline for submitting completed IBEDS staff and assignment information to the SDE is October 15th of each year. **Data supplied should be as of the last Friday in September and should reflect what is "actually" performed on that date.**

All staff employed by a public school district on the reporting date should be reported on IBEDS. Private or parochial schools may elect not to submit information on non-certified employees.

Year-round schools with "tracks" not in session on the last Friday in September should report as of the last full day in session before going on break. Other school districts, which may deviate from the "normal" Monday through Friday class schedule, should contact the Public School Finance Section at SDE to discuss reporting the information on a "case by case" basis.

Changes accepted by the SDE **after** October 15th and **on or before** December 31st are:

- ✓ Corrections for clerical errors,
- ✓ Corrections to social security numbers, and
- ✓ Salary information from districts that have not completed negotiations.

Salary changes will be accepted through December 31 for any district that has not settled by the October 15 reporting deadline.

The basic IBEDS time line for data collection purposes is as follows:

- ✓ Last Friday in September - "snapshot" in time
- ✓ October 15th - Data must be submitted to SDE (electronic process)
- ✓ November 15th - SDE provides public school districts with preliminary reports
- ✓ December 15th - All corrections submitted to SDE (manual process)
- ✓ December 31st - Last day to submit new data for settled contracts (manual process)

1 Employees Whom IBEDS Information is Required

All certified positions employed on a regular basis must be reported on the IBEDS system. Public School Districts/Charters must also report all regular non-certified positions. Failure to submit accurate IBEDS data could impact accreditation and/or state funding.

Each year the information must be updated to reflect the activities of the District/Charter.

- ✓ Returning Employees
 - Personnel Information should be reviewed and updated
 - Education/Experience Record for the current year has been created, please review and update.
 - Employment/Contract Record must be added for the current school year
 - Assignment Record(s) must be added for each certificated Contract record
 - Paraprofessional Record must be added for all applicable non-certified instructional aide positions.
- ✓ New Employees
 - Add Personnel Information Record

- Certified positions (current year-2007)
 - Add Education/Experience Record Add Employment
 - Add Employment/Contract Record
 - Add Assignment Record(s)
- Non-Certified positions (current year-2007)
 - Add Employment/Contract Record
 - Of instructional aide, add Paraprofessional Record
- ✓ Terminated Employees
 - Add current year (2007) Employment/Contract Record and terminate.

Non-District/Charter Contracted IBEDS forms should be completed for all contracted personnel who are not directly employed by the district. This would include contracted professionals such as Psychologists and Speech/Language Pathologists. These are positions that are not paid through your payroll system.

2 Employees Whom IBEDS Information is not Required:

- ✓ Persons employed during emergencies.
- ✓ Persons employed by district trustees as a one-time contractor
- ✓ Irregular help (i.e., substitutes), volunteers and student food service employees.

Example: Jeff is employed by the district to sell tickets at XYZ High School basketball games. An IBEDS form is not required for Jeff since his employment is temporary in nature (irregular help).

3 Non-certified Assignment Code Definition

A non-certified assignment is one for which retirement and/or social security payments are withheld, but whose occupant is **not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education.**

Examples include janitors, building/grounds workers, carpenters, painters, repairmen, mechanics, bus drivers, office and clerical personnel, school food service workers, and teacher assistants employed on a regularly scheduled basis.

Do not use non-certified assignment codes to report positions for which certification standards exist. Funds may be withheld for misassignments if such employees are omitted or improperly reported regardless of the funding source. (I.C.33-1002(8)(e))

4 Employees Performing Both Certified and Non-certified Assignments

If a person is employed by a school district/charter in both a certified and non-certified capacity, IBEDS information must be submitted for **both** the certified **and** non-certified positions. Certified Staff Assignment information must also be submitted for the employee.

Example: A classroom teacher who also drives a school bus before and after school.

5 Assignments in Multiple Districts/Charters

An individual may be employed or shared by more than one district/charter but that individual's FTE should not exceed 100% or 1.00 FTE for all certified positions. Each district/charter is responsible for reporting their portion of the FTE, salary and assignment information on the IBEDS system.

6 Districts/Charters Involved With Late Negotiations

Districts/charters still involved in contract negotiations by the October 15th submission date should report IBEDS information using the settled contract amounts. If negotiations are complete by December 31, the correct salary should be immediately submitted to the SDE for adjustments to be made to the IBEDS database. Salary information (changes) submitted **after** December 31 will **not** be used in the reporting of statistics or the calculation of Salary Based Apportionment.

7 Reconciling Current Year to Prior Years Data

The district/charter is responsible for reconciling current year staffing with prior years staffing. New employees should be reflected and a current record included for terminated/inactive employees.

The "Edit for Assignment/Employment Updates" report should be run to assure that all necessary records are included on the file. See Appendix B for recommended procedures.

Separate "Certified" and "Non-certified" Control Lists is an aid to the district/charter to assure that all prior year employees are accounted for.

During the reconciliation process, check for the following:

- 1) All personnel are reported and properly classified.
- 2) All regularly employed certified staff have the following:
 - a) A personnel record,
 - b) A current year education/completed experience record,
 - c) A current contract record, and
 - d) An accompanying certified assignment.
- 3) All regularly employed non-certified staff records are complete.
 - a) Instructional Aides must have an accompanying paraprofessional record.
- 4) New staff for the current year has been added.
- 5) Inactive or terminated staff from the prior year have a current record.
- 6) Primary building numbers for all employees have been updated.
- 7) All non-district "contracted" staff personnel (manual) forms prepared.

8 Non-District/Charter Contracted Staff

Districts/charters with non-district contracted staff must submit IBEDS information manually on separate non-district forms for both certified and non-certified positions.

Contracted individuals performing "certified" duties must meet the State Board of Education certification standards and be reported on the IBEDS system regardless of their funding source.

Districts/Charters contracting for a complete service such as a janitorial service should contact the SDE for assistance in determining and classifying the salary portion of the contract. Non-district forms are not required for contracted pupil transportation.

9 IBEDS Calculations

If the IBEDS information does not properly reflect the activities of the district/charter, a "special circumstance" letter must be submitted with the initial IBEDS to the SDE adequately explaining the problem and/or situation and must be signed by the District Superintendent, the Charter Administrator of record or a member of the Board of Trustees. On a case-by-case basis the SDE will determine what action, if any, is needed to resolve the problem.

10 Reviewing IBEDS Information and Reports

Each district/charter has the responsibility for reviewing all information and reports relating to the IBEDS data. Any discrepancies should immediately be brought to the SDE's attention. A suggested procedure to assist the district/charter is found at Appendix C.

II. Basics of IBEDS Reporting

Due to changes in federal and state reporting requirements, all districts/charters are required to use the electronic method of submitting the initial data. ~~Only those districts/charters with less than twenty (20) employees may use the "paper" method for remitting their IBEDS data.~~ The reporting deadline requirements apply to both methods of filing.

1 Basic Records and Forms Used in Reporting Process

The basic records required to collect regular IBEDS data are as follows:

- 1) Personnel Information record for all employees
- 2) Education/Completed Years History record
- 3) Personnel Certified Contracts record
- 4) Personnel Assignments record
- 5) Personnel Non-Certified Employment record
- 6) Paraprofessional record on all instructional aides
- 7) Non-District/Charter Contracted Certified Staff (IBEDS Form 6*), and
- 8) Non-District/Charter Contracted Non-certified Staff (IBEDS Form 7*)

** Note: Non-District/Charter Contracted Staff forms (5 and 6 above) may only be remitted using the "paper" method and often referred to as "blue forms" since historically they are printed on **blue** paper. These require special handling by the state and not all districts/charters hire non-district staff.*

For districts/charters with approved secondary summer programs, the following records are required.

- 1) Alternative Certified record, and
- 2) Alternative Non-Certified record (if applicable)

Only districts/charters with secondary summer programs approved by the State Department of Education will have security rights to enter these records. See ____.

2 IBEDS Program Procedure

The IBEDS program is a "Visual FoxPro" application and allows the district/charter to input their own certified and non-certified staff, including personnel, education history and experience, contract and wage, and assignment information. Prior to the last Friday in September, the district will receive a current year IBEDS packet containing the most recent IBEDS programs.

Beginning with the 2006-2007 IBEDS data collection, each district/charter will be able to download their individual data from the secure website. Instructions will be provided for this procedure.

The following procedure should be followed:

- ✓ Delete any prior year data from your computer

- ✓ Download and save all files from the secure SDE Website to your computer system
- ✓ Install the current school IBEDS program
- ✓ Update prior year employees with current year information
- ✓ Add new and reinstated employees
- ✓ Complete records for terminated and inactive prior year staff
- ✓ Scrutinize data for completeness and accuracy (see Appendix B)
- ✓ Export current data to SDE on or before October 15th (I.C. 33-1004D)

Installation instructions, sample input screens and reports options are in Appendix B. The file layout has been included for informational purposes only. ASCII files are no longer an accepted viable option of submitting IBEDS to the SDE. Districts/charters may, however, find this information useful to import personnel and contract information from their respective systems into the IBEDS program.

Each certified employee must have the following records:

- 1) Personnel Information Record
- 2) Education/Completed Years History Record for 2007
- 3) Contract Record for 2007
- 4) Assignment Record for 2007

Each non-certified employee must have the following records:

- 1) Personnel Information Record
- 2) Employment Record for 2007
- 3) Paraprofessional Record (instructional aide positions only)

3 Submitting IBEDS Using the “Paper” Procedure

Districts/Charters with less than twenty (20) employees total may elect to submit their IBEDS information manually. However it is recommended that the electronic process be used whenever possible.

If the paper method is used, contact SDE for special instructions.

4 Key Tables and Codes Used in IBEDS Data Collection

The IBEDS data is loaded to a statewide IBEDS computerized database. Proper coding is essential when entering IBEDS data into the system. See Appendix D or contact SDE’s Public School Finance Section if you have questions on the coding.

For the 2006-2007 school years, all assignment codes were changed to a five (5) digit number. This was necessary to verify that certificated staff and paraprofessionals hold the proper credentials to meet both federal and state requirements.

Personnel Information Record

All employees entered into the IBEDS system must have a "Personnel Information" record. This record should be reviewed and updated annually. The information reported should reflect the data of the **last Friday in September** of the current school year.

Personnel Information Record

Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports
Statistical Reports Edit Reports Funding Formula Data Export/Import System Control

Personnel Information

Pers. Info Pers. List Ed. Elg. Cert. Emp. Assignment Certification Near Emp. Alt. Cert. Alt. Near ParaProf

SSN: - -

Name-Last: First: Middle:

Address: Address-2:

City: Boise State: ID Zip: 83 -

Birth Date: / / Gender: ☒ Male ☐ Female

Ethnicity: W White Passed Competency Test: ☐ Yes ☒ No

Initial Certification Year: Year of Degree Claimed:

Institution where highest degree obtained:

State where highest degree obtained: ID

Most recent year receiving college transcript credits:

Employee Status: A Last Date Updated: 09/05/2006 # Education History Records: 0

Unique Identification Number (SSN) Field Size 11

Currently the IBEDS program uses an individual's number assigned to the employee by the Social Security Administration as the unique identification numbers. Thus, the accuracy of this number is essential

This number links all records on an individual within IBEDS (i.e., personnel information, contract, assignment, background checks, teacher's certification, etc.).

Personal Information

Name-Last — Field Size 24; **First** — Field Size 14; **Middle** — Field Size 14

Enter the last, first, and middle name. If the employee uses only the first initial and the entire middle name, enter the initial and middle name. Enter the initials if the employee uses only initials.

Address (optional) — Field Size 24

Enter the individual's home mailing address (for Teacher Certification use only).

Address 2 (optional) — Field Size 24

Enter the individual's home location address (for Teacher Certification use only).

City - Field Size 24; **State** - Field Size 2; **Zip** - Field Size 9

Enter the individual's mailing city, state and zip code.

Birth Date (Month/Day/Year) Field Size 10

Enter the two-digit numeric month-day-year of the employee's birth. All employees must be eighteen years of age or older to be entered into the system.

Sex (M or F) Field Size 1

Enter the code that represents the employee's gender.

Ethnicity Field Size 1

For the purpose of this form, an employee is included in the group to which he or she **appears** to belong. Enter one of the following codes:

W = White - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East; peoples of Basque origin should be included in this group.

B = Black - All persons having origins in any of the black racial groups of Africa.

H = Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

N = American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

new

A = Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

P = Native Hawaiian or Other Pacific Islander - All person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

The remaining fields on the Personnel Information must be completed/updated for all certificated staff positions. These may be left “blank” on employees working only in non-certified positions.

Initial Certification Year Field Size 4

- ✓ Enter the year the employee was initially certified (e.g. 1991).
- ✓ Initial certification may or may not have been received in Idaho.
- ✓ Initial certification is the issue date of the certificate.

Example: An employee was certified in Montana in 1991 and then was certified in Idaho in 1993. The initial certification year is 1991.

Example: Cheryl, a math teacher was initially certified in 1991. She continued her education while teaching and became a certified Speech/Language Pathologist in 1995. Cheryl's initial certification year is 1991, the *issue* date of the *initial* certification.

Temporary permits to teach are not considered “initial” certification (i.e. the old consultant specialist certification was a temporary permission to teach for a given school year and should not be considered as initial certification).

However the “Alternative Route” certificate is considered as initial certification as long as the alternative route of certification never is allowed to elapse and a regular certificate is eventually issued.

Year of Degree Claimed: (Year of Degree Reported on Education Record) Field Size 4

- ✓ Enter the year the degree claimed on the Education and Experience Record.
- ✓ See Illustration 2 on page [to be determined](#) (e.g. 1990).

Institution Where Highest Degree Was Obtained Field Size 3

- ✓ Enter the applicable code corresponding with the highest degree obtained.
- ✓ Zeros (000) are to be entered for all out-of-state institutions.
- ✓ If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.
- ✓ This does not necessarily agree with the degree claimed on the Education and Experience Record used for state funding purposes.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State	040	North Idaho College
010	Boise State University	050	Northwest Nazarene College
020	Albertson College	060	BYU - Idaho (formerly Ricks)
030	Idaho State University	070	University of Idaho
035	Lewis-Clark State College	085	College of Southern Idaho

Example: An employee was obtained a bachelors degree in Montana in 1990 and has earned 60 credits after his initial certification and the bachelors degree. However, in the spring on 2006 he received a masters degree from the University of Idaho. The institution reported in this field would be the University of Idaho (070), the institution where the highest degree was obtained.

State Where Highest Degree Obtained Field Size 2

- ✓ Enter state/province code where the employee received the highest degree.
- ✓ See Appendix D.

Last Year (Additional Credits Acquired) Field Size 4

- ✓ Enter the last year individual obtained official college transcript credits.
- ✓ For example, an employee who receives credits in the summer from BSU would report 2006.

BSU

Certified Staffing

Each certified employee employed as of the last Friday of September in the regular school year must have the following records:

- 1) Personnel Information Record (see instructions above),
- 2) Education/Experience History Record for 2007
- 3) Contract Record for 2007
- 4) Assignment Record for 2007

Certificated Records

- ✓ Assignment
- ✓ Contract
- ✓ Ed History/Experience
- ✓ Personnel Information

Personnel Information

Pers. Info Pers. List Ed. Hist Cert. Empl Assignment Contract All Cert All Neat ParaProf

SSN: []

School Year: []

District: []

Contract: []

Per. Info Pers. List Ed. Hist Cert. Empl Assignment Contract All Cert All Neat ParaProf

Building: []

Status: []

Term./Inactive: []

School Year: []

Contract 1-Ba: []

Years in: []

Extra Pay 1-C: []

Extra Pay 3-C: []

Funding 1-Co: []

Funding 3-Co: []

Sch Year: []

Higher

Name-Last: [] First: [] Middle: []

Address: [] Address-2: []

City: Boise State: ID Zip: 83 -

Birth Date: [] Gender: ☒ Male ☐ Female

Ethnicity: W White Passed Competency Test: ☐ Yes ☒ No

Initial Certification Year: [] Year of Degree Claimed: []

Institution where highest degree obtained: []

State where highest degree obtained: ID

Most recent year receiving college transcript credits: []

Employee Status: A Last Date Updated: 09/06/2006 # Education History Records: 0

Education/Experience History Record

The Education/Experience History Record must be completed for all certificated staff positions.

- ✓ Accuracy is advised in completing this record
- ✓ Is key to state Salary and Benefit Apportionment
- ✓ Should always be compliance state and federal laws and regulations

Personnel Information

SSN:

Update

School Year:

2007

Degree:

MA

MASTER OF ARTS

Credits:

0

Save

Cancel

Years in State(K-12):

17

Years out of State(K-12):

0

Years Non-public(K-12):

0

Delete

Higher Ed. In State:

0

Higher Ed. out of State:

0

Sch Year	Degree	Credits	Yrs in State	Yrs out of St	Yrs Non-pub	Hi Ed in State	Hi Ed out St
2006	BS	30	16	0	0		
2005	BS	30	15	0	0		
2004	BS	30	14	0	0		
2003	BS	30	13	0	0		
2002	BS	30	12	0	0		
2001	BS	30	11	0	0		
2000	BS	30	10	0	0		
1999	BS	20	9	0	0		

ADD Current Year Record 2007 (new employee)

UPDATE Current Year Record 2007 (returning employee)

Prior year certificated staff now **terminated** – Must have a year record 2007

Certificated staff reported “active” on prior year IBEDS

- ✓ A current year record has already been created
- ✓ One (1) year has already been added to the current year record when the prior year's certificated contract record was 50% or more of an FTE.
- ✓ When should in-state completed years be changed?
 - If the data was incorrectly reported in the prior year
 - The employee was reported as less than 50% FTE on last years IBEDS (snap-shot in time) but actually worked 50% or more in a certificated position
 - The employee was reported as a 50% or more FTE on last years IBEDS (snap-shot in time) but actually worked less than 50% in a certificated position
- ✓ Use the "update" function to change data in an existing years record (2007 for the 2006-2007 school year)
- ✓ Use the "add" function for new certificated employees

School Year Field Size 4

Enter the current school year (2007 for the 2006-2007 school year.)

Degree Field Size 2 (alpha only)

Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Masters of Arts
BS	Bachelor of Science	MS	Masters of Science
DR	Doctorate	OS	Occupational Specialist
ES	Ed Specialist (Ed.D.)	O	Other
HS	High School	A	Associate

In some cases, for index placement purposes it may be beneficial to report an employee with his/her lower degree and additional credits earned beyond the lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

Example: A certified employee has a MA+5 credits beyond the MA degree and initial certification. The employee also has a BA+52 credits earned after initial certification. The index multiplier is higher for the employee if he/she is reported with a BA+52.

Effective July 1, 2000 "Instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited towards the education factor." (I.C. 33-1004A) Only those certificated employees with occupational specialists are to be reported as an "OS" degree designation.

Example: Fred has exceptional knowledge and skills as a welder but does not have a college degree. He completes the requirements and is issued an occupational specialist certificate. Later he receives 15 additional college transcript credits from the local community college. Fred should be reported as an OS+15.

Additional Credits (College Transcript Credits Beyond the Degree Reported) Field Size 3

School Year: 2007	Degree: MA	MASTER OF ARTS	Credits: 0
-------------------	------------	----------------	------------

Basic guidelines in reports additional credits are as follows (I.C. 33-1004A):

- ✓ Two conditions **must** first be met – the degree reported **and** initial certification.
- ✓ Credits must be from an accredited college or university
- ✓ District/charter must have an official transcript on file before these credits may be claimed
- ✓ Report all eligible credits in *semester credit hours only*.
- ✓ One (1) quarter credit hour converts to .67 semester credit hour; do **not** include fractions in counting additional credits.
- ✓ In-service credits do not qualify
- ✓ Temporary permits do not meet the requirements of initial certification (i.e. consultant specialist)

Example: A certified employee with a bachelor's degree completes additional courses from a university on the quarter system. After converting these quarter hours to semester hours, the individual will have a BA+11.67 additional credits. For IBEDS purposes, report the individual as a BA+11 credits.

If an employee earns additional credits but is unable to obtain an official transcript before the IBEDS filing deadline, the District/charter may accept a letter from the institution confirming the employee has successfully completed and earned the credits. However, a transcript should be obtained as soon as possible.

If an employee has received a Letter of Authorization, Provisional or Occupational Specialist Certificate or is on an "Alternate Route", the issue date is the initial certification date.

If an employee has a break in service after the original Letter of Authorization, Provisional or Occupational Specialist or is on an "Alternate Route" certificate is issued, the initial certification is when the employee receives a new Letter of Authorization, Provisional or Occupational Specialist Certificate; **or** actually becomes certified, whichever occurs first.

The following examples deal with issues relating to reporting additional credits:

Example: An employee has a BA+60 prior to initial certification. The employee should be reported with a BA degree and zero (0) additional credits.

Example: Max received his BA from Boise State University on May 15, 1997. He attended summer school and completed an additional 9 credit hours on August 15, 1997. His initial certification is issue August 12, 1997. Max has a BA + 9 credits since his certification is prior to completing summer school.

Example: In order to fill a teaching position at Rural View High School, Frank was granted a Letter of Authorization (issued August 3, 1996) by the State Board of Education. The Letter of Authorization was renewed annually. Frank continued attending evening and summer courses to complete the courses necessary to obtain a degree and received his BA August 5, 1997. Frank earned 0 credits after earning his BA. Frank would be reported with a BA + 0 credits.

Example: Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. However, official transcripts will not be available until after the IBEDS filing deadline. The University of Idaho notifies the district in writing that Sandra has earned the additional 12 credits. Sandra can be reported on the IBEDS system using the additional 12 credits earned.

Example: Barney has a BA degree but failed to pass the NTE exam. The Board of Education granted him a one-year Provisional Certificate issued October 1, 1986. Barney continued attending evening and summer classes and earned an additional 9 credits. He passed the NTE exam and obtained his certification issued September 1, 1987. Barney has a BA+ 9 credits whereas his initial certification date is the issue date of the "provisional" certificate.

Example: Jill received a BA degree in the spring of 1990. Her initial certificate is dated August 28, 1990. However, she chooses to be a "stay at home mom" for the next few years and let her certificate expire. She later decides to pursue a teaching career and in order to obtain an occupational specialist certificate in 2000, she earns an additional 15 college credit hours. Jill has a BA + 15 credits.

Example: Jesse is a few credits short from getting a college degree. She too chooses to be a "stay at home mom". She later decides to pursue a teaching career and in order to obtain an occupational specialist certificate in August of 2000, she earns an additional 15 college credit hours. Jesse should be reported as an OS + 0 credits.

History (Years Completed Teaching Experience)

School Year:	2007	Degree:	MA	MASTER OF ARTS	Credits:	0
Years in State(K-12):	17	Years out of State(K-12):	0	Years Non-public(K-12):	0	
Higher Ed. In State:	0	Higher Ed. out of State:	0			

Basic guidelines in reporting completed teaching or administrative experience are as follows:

- ✓ Only report **completed** years.
- ✓ Do not count the current school year (it's not completed)
- ✓ Include only certificated teaching or administrative position experience
- ✓ Include only experience from an **accredited** public, private or parochial school
- ✓ A qualifying teacher and/or administrator must physically work 50% or more of a given school year
- ✓ Each year is considered on it's own; partial years cannot be added together
- ✓ A qualifying teacher and/or administrator must be an employee of an accredited public, private, parochial school or accredited college or university.
- ✓ Those hired after June 30, 2005 may be granted credit for experience with an accredited college or university as long as that experience equates to like experience recognized by an accredited K-12 school. **new**

This area provides information concerning the employee's **completed** history of certified employment in the educational K-12 field. "In determining the experience factor, the actual years of teaching and administrative service in an accredited public or in an accredited private or parochial school, **or beginning in the 2005-2006 school year and thereafter in an accredited college or university shall be credited.**" (I.C., 33-1004A)

Include all experience as a certificated position as a teacher and/or administrator. The experience must be in an accredited K-12 school, college or university and rounded to the nearest year. Caution: do not include the current year; the experience is not recognized until after the contract is completed.

Experience prior to becoming certified or obtaining special approval to teach by the Board of Education should **not** be included (i.e. student teaching, internships/curriculums where

the individual is not a certified employee of a K-12 institution).

Employment in foreign countries should be reported according to Idaho standards. Experience in other countries may be included with an employee's experience for IBEDS purposes provided the instruction is equivalent to K-12 instruction in this country. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho.

Example: John taught six-year old students at a "public" institution in London for 3 years. The school is the equivalent of an accredited public Grade 1 institution in Idaho. A "public" school in England is the equivalent of a non-public school in Idaho. John has no other work experience. John would be reported with 3 years non-public experience.

A certified employee must teach 50% or more of any given year to be given credit for that year. See the following examples.

Example: Mary, a secondary math teacher taught 3 periods of a 7-period day for the entire 1994-95 school year in an accredited middle school. For IBEDS purposes, her work experience is zero for this year since she did not teach 50% or more of the total hours in the school year ($3/7 = 43\%$).

Example: Carrie actually taught 3 periods of a 7 period day. In addition she was paid one period for a prep period each day. She taught for the entire school year. For IBEDS purposes, her work experience is one (1) year ($4/7 = 57\%$).

Example: Harry, a 3rd grade teacher taught 90 days of a 180-day (full-year) contract. Harry's work experience for this year is one (1) year since he completed 50% of the school year.

Example: Joan, a certified music teacher taught 3 periods of a 7-period day for the 1993-94 school year. She taught full-time four months during the 1994-95 school year. For IBEDS purposes, her work experience is zero (0) because 1) she did not teach 50% or more in either school year, and 2) partial years cannot be added together to accumulate work experience.

Beginning with the 2006-2007 school year completed experience with an accredited college or university may be recognized for those hired in a certificated position (instructional or administrative) where the hire date is after June 30, 2005. Employment in accredited colleges or universities should be according to Idaho standards and may be included with an employee's experience for IBEDS purposes provided the instruction is equivalent to K-12 instruction environment. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho. **new**

Example: Tom taught English at Boise State University for 5 years, for which his students received college transcript credit for his classes. He taught over 20 hours per week for nine (9) months each year. On August 15, 2005 he began teaching for an Idaho school District/charter as a full-time teacher. For IBEDS purposes, his

completed work experience is 5 years because 1) he taught 50% or more in each school year in an accredited university, and 2) his hire date was after June 30, 2005.

Example: Molly taught Biology at Idaho State University for 15 years, for which her students received college transcript credit for her classes. She taught over 20 hours per week for nine (9) months each year. However, Molly began working full-time as a teacher in a Idaho school District/charter in the 2004-2005 school year. For IBEDS purposes, Molly cannot count any of her experience at Idaho State because her hire date was prior to July 1, 2005.

Example: Paul has been a full-time employee in the Registration Office at the University of Idaho for the past 10 years. For the 2006-2007 school year he has accepted a teaching position with an Idaho public school District/charter. For IBEDS purposes, his work experience is zero (0) because the experience in the business office was not the equivalent of teaching or administrative experience in a K-12 instructional or administrative environment.

Experience prior to becoming certified or obtaining special approval to teach by the Board of Education should **not** be included (i.e. student teaching, internships/ curriculums where the individual is not a certified employee of a K-12 institution).

State K-12 (Years Experience in Idaho) Field Size 2

- ✓ Enter the total number of years of completed certified public school experience (K-12) in Idaho.
- ✓ Must be 50% or more in a certificated position
- ✓ A new employee always has zero years of experience; enter 00.

Out/State K-12 (Years Experience Outside Idaho) Field Size 2

- ✓ Enter the total number of years of completed certified public school experience (K-12) outside of the state of Idaho.
- ✓ Must be 50% or more in a certificated position.
- ✓ If none, enter 00.

Non-public Experience K-12 (Years Non-public Experience) Field Size 2

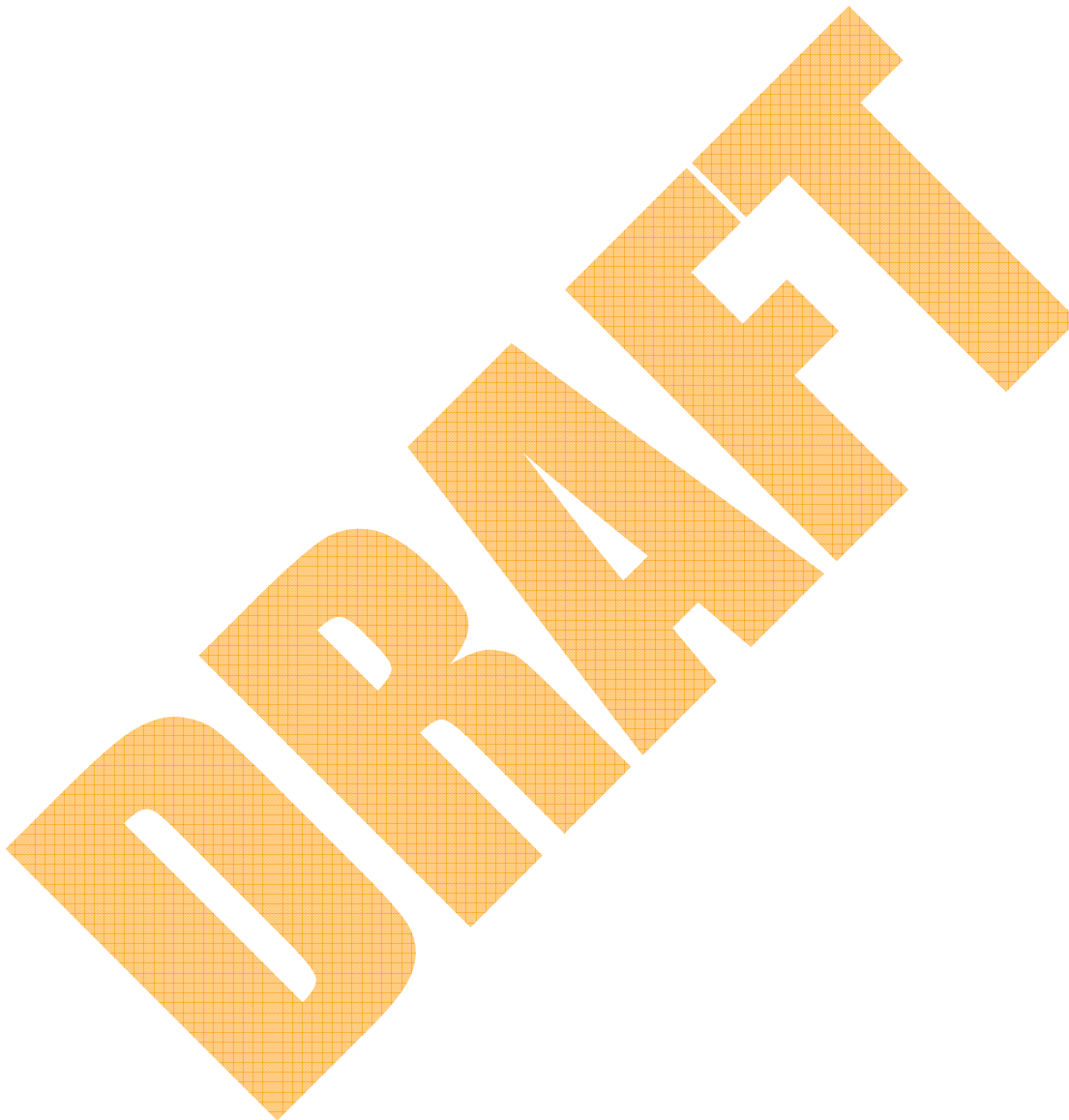
- ✓ Enter the total number of years of completed certified non-public educational experience (K-12) the employee has accumulated in an accredited non-public school.
- ✓ Must be 50% or more in a certificated position
- ✓ If none, enter 00.

New State College or University (Years Experience in Idaho) Field Size 2

- ✓ Enter the total number of years of completed with an Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.
- ✓ The K-12 district/charter hire date is after June 30, 2005.
- ✓ A new employee always has zero years of experience; enter 00.
- ✓ If the hire date with your district/charter/entity is prior to July 1, 2005, enter 00.

Other State College or University (Years Experience not in Idaho) Field Size 2

- ✓ Enter the total number of years of completed with an non-Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.
- ✓ The K-12 district/charter hire date is after June 30, 2005.
- ✓ A new employee always has zero years of experience; enter 00.
- ✓ If the hire date with your district/charter/entity is prior to July 1, 2005, enter 00.



Employment/Contract Record

A current Certified Staff Employment/Contract must be completed for all certificated staff employed by the District/Charter as of the last Friday on September. In addition, a current year (2007 for the 2006-2007 school year) must also be completed for those certificated employees reported on the prior year IBEDS that inactive or longer work for the entity in a certificated position.

Complete the Current Certified Employment Record

A current year employment record must be completed for all certificated employees included in the prior year IBEDS program as well as any new certified employees (**2007** for school year 2006-2007).

Personnel Information

Pers. Info | Pers. List | Ed. Hist | **Cert. Emp.** | Assignmtn | Certificate | Noncert Emp | Alt Cert | Alt Noncert | Pers. Prof.

SSN:

Schl Year: District:
 Emplmnt Date:

Building:
 Years in District:

Status: ☒ Active ☐ Inactive ☐ Terminated
 Contract Type: ☒ Continuing ☐ Annual ☐ 1 ☐ 2 ☐ 3

Term./Inactive Date: Term./Inactive Reason:

Contract 1-Base: Days: FTE:
 Contract 2-Base: Days: FTE:

Extra Pay 1-Code: Amt:
 Extra Pay 2-Code: Amt:

Extra Pay 3-Code: Amt:
 Extra Pay 4-Code: Amt:

Funding 1-Code: % FTE:
 Funding 2-Code: % FTE:

Funding 3-Code: % FTE:
 Funding 4-Code: % FTE:

Sch Year	District	District Name	Bldg	School Name	Status
2006	413	FILER DISTRICT	601	FILER MIDDLE SCHOOL	A
2005	413	FILER DISTRICT	601	FILER MIDDLE SCHOOL	A
2004	413	FILER DISTRICT	601	FILER MIDDLE SCHOOL	A
2003	413	FILER DISTRICT	601	FILER MIDDLE SCHOOL	A
2002	413	FILER DISTRICT	601	FILER MIDDLE SCHOOL	A

Add a current
year record
2007

The screenshot shows the 'Personnel Information' form with a blue 'Show Prior Year?' dialog box overlaid. The dialog box contains a question mark icon and the text: 'Prior year information has been found for this person. Do you wish to have the screen populated with this information?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. The form in the background has tabs for 'Personnel Information', 'Payroll', 'Education', 'Employment', 'Assignment', 'Performance', 'Next Emp', 'Medical', 'Training', 'Background', and 'Comments'. The 'Personnel Information' tab is active, showing fields for SSN, Schl Year (2007), District, Building, Employment Date, Status (Active, Inactive, Terminated), Term/Inactive Date, Term/Inactive Reason, Assignment Code, Funding 1-Code, and Funding 3-Code. A table at the bottom lists historical data for Schl Year, District, District Name, and a fourth column.

Schl Year	District	District Name	
2006	001	BOISE INDEPENDENT DISTRICT	
2005	001	BOISE INDEPENDENT DISTRICT	001
2004	001	BOISE INDEPENDENT DISTRICT	001
2003	001	BOISE INDEPENDENT DISTRICT	001
2002	001	BOISE INDEPENDENT DISTRICT	001

Certified staff with an “active” prior year record (2006):

- ✓ Select “**Add**”
- ✓ **2007** populates year
- ✓ Hit “**Tab**” on keyboard
- ✓ “Show Prior Year?”
- ✓ Answer “**Yes**”
- ✓ Prior year data will populate the record
- ✓ Update necessary fields
- ✓ Hit “**Save**”
- ✓ Make sure your data is saved.

School Year Field Size 4

Enter the current school year (**2007** for the 2006-2007 school year.)

Employment Year (Month/Day/Year) Field Size 10

- ✓ Enter the month, day, and year the employee began current, continuous employment with the district/charter.
- ✓ A leave of absence does not break the continuous employment period, but should not be counted as a year of service.
- ✓ If a non-certified employee is being added as a certified employee, use the date of certified employment.
- ✓ Do not count non-certified time as certified time in the district/charter.

Example: Mike was hired by Happy View School District as a teacher's aide in 2000. He became certified in 2006 and signed a contract to teach English in a secondary school in the district. Mike's employment year is 2006, the year he became a "certified" employee.

Building (Number) Field Size 3

- ✓ From drop-down list find the correct building number for the employee's work assignment.
- ✓ Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

Years in District Field Size 2

- ✓ Record the total number of years the employee has held a certificated position in district/charter
- ✓ **Include** the current year contract
- ✓ The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.
- ✓ Caution – mobility of certificated staff is being extracted from this field and in most instances does not correlate with the completed years history on the Experience and Education record
- ✓ The data collected is "Including the current contract, how many years has this individual been employee been a certificated staff member?"
- ✓ Amount of the employee's FTE is not considered; both a .15 FTE and a full-time FTE certificated employee is counted as one (1) year in district/charter.

Example: Mary is a new employee and has signed a contract to teach at the Happy Valley Elementary. Her years in district would be one (1) year, equaling the number of signed contracts in the district.

Status Field Size 1

Status: ☒ Active ☐ Inactive ☐ Terminated

- ✓ Check only one (1) status.
- ✓ If either “inactive” or “terminated” is indicated, a “reason” code and an effective date must be included.
- ✓ All staff with a prior year certified contract record **must** have a current year record (2007 for school year 2006-2007) .

Active - used to add a new employee, reinstate an employee, or to change a current employee's information. For state salary based apportionment purposes, an employee is considered "active" if he/she is on paid sabbatical leave.

Inactive - used to indicate an employee is not working during the current school year, but the district expects to re-instate him/her.

Terminated - used to report employee terminations.

Contract Type Field Size 1

Record type of contract employee has signed for the current school year.

Type	Description
C	Continuing Contract
A	Annual Contracts
1	Category I Contract
2	Category II Contract
3	Category III Contract

Contract Type: ☒ Continuing ☐ Annual ☐ 1 ☐ 2 ☐ 3

Termination/Inactive Date (Month/Day/Year) Field Size 10

- ✓ Used when “inactive” or “terminated” status box is checked
- ✓ Enter the month, day, and year that the employee became or will become inactive or terminated.
- ✓ Leave blank for active employees.

Example: In the current year, Tom is employed by Quality Speech Services but will spend several days a week at the district as a Speech Pathologist. Last year he was an employee of the district. Tom will need to be "terminated" as a district employee (use code 01 - To work for another educational institution in Idaho). Remember to enter Tom as a "new" non-district contracted certified staff person.

Termination/Inactive Reason Field Size 2

- ✓ Complete when status code is marked “inactive” or “terminated”
- ✓ Leave blank for active employees.

Inactive reason codes -

<u>Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

Termination reason codes -

<u>Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant

Should an employee change from the classification of a certified to a non-certified employee (and vice versa) from one year to the next, it is essential that a termination record is created and a new record be created (except for personnel maintenance information).

Example: Beth worked as a teacher's aide (non-certified) the prior year. In the current year, she contracts with the district as a 1st grade teacher (certified). Two records are required in the current year, one to terminate her as a non-certified employee and another to recognize her as a certified employee. The new employment date should be the date she starts work as a certified employee.

Contract Information

Contract 1-Base:	0	Days:	0	FTE:	0.00	Contract 2-Base:	0	Days:	0	FTE:	0.00
------------------	---	-------	---	------	------	------------------	---	-------	---	------	------

- ✓ Space has been provided for two (2) contracts.
- ✓ Use the second contract only if the certified employee actually has signed two (2) separate contracts in your district.
- ✓ Only in an approved alternative high school program should a certified instructional employee with two separate contracts exceed 1.00 FTE.
- ✓ Certificated administrative positions should not exceed 1.00 FTE

Example: Carl has a contract to teach full-time (1.00 FTE) as a regular classroom teacher and a separate contract to teach 1 period in an evening alternative high school that has 5 periods ($1/5 = 20\%$). Thus, 1) each contract would be reported separately, and 2) Carl's total FTE would be 1.20.

Contract Base Salary Field Size 6

- ✓ Use “Contract 1-Base” as it appears on the contract.
- ✓ Round to the nearest dollar; \$32,856.40 = 32856
- ✓ If the contract includes extended pay, this should be included as a part of the base salary reported.
- ✓ Do not include extra pay such as coaching and driver education as a part of the base salary.
- ✓ Use Contract 2-Base only when the individual has physically signed a separate contract (then make sure an assignment sheet is also entered for contract 2).

Example: Joan Smyth earns \$32,000 as her base salary and \$2,000 for extended contract pay. Thus, \$34,000 should be reported as Joan's base salary.

Days Field Size 3

- ✓ Enter the number of days on the contract
- ✓ Calculate the number of days using a five-day workweek (even those districts now operating extended days on a 4-day week)
- ✓ Use the following guideline for consistency:

monthly contract - total number of weeks x 5 (days) = number of days
twelve-month contract - 52 weeks x 5 days = 260 days

Full-time Equivalent (FTE) Field Size 3 (maximum = 1.00)

- ✓ The maximum FTE allowable for a certificated employee is 1.00 FTE.
- ✓ Exceptions are handled on a case-by-case basis (i.e. approved alternative secondary schools/programs).
- ✓ Certified employee teaching full-time every day for the entire school year is 1.00 FTE.
- ✓ The FTE must be calculated for those employed less than a full school year, fewer than 5 days a week, or less than a full school day.
- ✓ Employees with extended contracts do not generate more than 1.00 FTE.

If the employee is teaching less than the full day for the entire school year, divide the number of class periods at work by the number of periods in the usual school day to determine FTE.

Example: Ms. Young teaches 2 periods of a 7 period day for the full school year. The FTE for Ms. Young is 2/7 or 29% (29).

If the employee is teaching less than a full school year, divide the number of days in that employee's contract by the usual number of contract days.

Example: Mr. Brown was hired in late September to fill a teacher vacancy. His contract is for 170 days of full-time teaching. The district's usual contract is 190 days. The FTE for Mr. Brown is 170/190 or 89% (89).

Extra Pay

- ✓ Enter a descriptive code and the amount of payment for special or supplemental duties performed which are not in the base contract salary.
- ✓ Use the code from the table below that best describes the extra duties that the employee will perform to earn extra pay.
- ✓ Each type of extra pay should be reported separately.

Extra Pay Code Field Size 1

A = Extracurricular activities; e.g. coaching, debate, special music, drama

B = Driver training

C = Fringe Benefit Cash Amount (Cash from Pool Allotment)

Report cash amounts that are paid to employees in lieu of another benefit as code C. Include all taxable income that is paid to an employee from a fringe benefit.

D = Special curriculum assignments and department heads

E = Extended Summer Contracts (only Professional-Technical Division reimbursement)

F = Stipend or Bonus

G = Extended Summer Contracts (*not* reimbursed by Professional-Technical)

N = National Board Certified Benefit

Extra Pay Amount Field Size 4 (e.g. \$1,000 = 1000)

- ✓ Enter the extra pay amount
- ✓ round to nearest dollar (e.g. \$999.96 = 1000)
- ✓ Only four extra pay codes per employee contract record will be accepted
- ✓ Extra pay codes may be used for certified employees only.

Example: Barbara has a teaching contract for \$30,000. She also receives \$1,000 for serving as a department head, \$120.21 for a fringe benefit cash amount and receives \$2,000 from the Professional-Technical Division for an extended summer contract. She is paid from general funds. Her funding source would be reported at 100% from code 10 - the general fund.

Extra Pay (Certified Staff)

Personnel Information

Pers. Info | Pers. List | Ed. Hist | **Cert. Empl** | Assignmnts | Certifications | Noert Empl | Alt Cert | Alt Noert

SSN: Add Update

Schl Year: 2007 District: 281 MOSCOW DISTRICT Emplmnt Date: 08/29/1994 Save Cancel

Building: 201 MOSCOW JUNIOR HIGH SCHOOL Years in District: 8 Delete

Status: ☒ Active ☐ Inactive ☐ Terminated Contract Type: ☒ Continuing ☐ Annual 1 2 3

Term/Inactive Date: / / Term/Inactive Reason:

Contract 1-Base: 30000 Days: 180 FTE: 1.0 Contract 2-Base: 0 Days: 0 FTE: 0.0

Extra Pay 1-Code: B Drivers Training Amt: 1000 Extra Pay 2-Code: N National Board Amt: 2000

Extra Pay 3-Code: A Extracurricular # Amt: 888 Extra Pay 4-Code: Amt: 0

Employee Funding Source

The funding source provides information about how each employee is funded. This section must be completed. Space has been provided to identify four sources of employee funding.

Funding 1-Code: 10 General Fund Amt: 1000 % FTE: 100

Funding 2-Code: Amt: % FTE: 0

Funding 3-Code: Amt: % FTE: 0

Funding 4-Code: Amt: % FTE: 0

Employee Funding Source Code Field Size 2

Code	Funding Source	Code	Funding Source
01	Title I	06	Transportation Program
02	Title I - Migrant	07	Food Service Program
03	Title I - Handicapped	08	Other Federal Program
04	Title VI-B IDEA Special Ed	09	Other State/Local (not state funding formula)
05	Title VI-B IDEA Preschool	10	General Fund (state funding appropriation)

% of Total FTE Field Size 3

- ✓ Report the percent of total hours the certified employee is paid by the funding codes identified above.
- ✓ The entries must total 100% (100).

Example: A teacher works 3 periods per day as a Title 1 - Migrant teacher and 4 periods as a math teacher paid by the General Fund. She would be reported as funding code "02" for 43% ($3/7 = 43\%$) and program "10" for 57% ($4/7 = 57\%$).

IV. Certified Staff Assignment Record

A "Certified Staff Assignment" record must be submitted for all certified employees. The information should be as of the last Friday in September; a "snap shot in time".

Preprinted Certified Staff Assignment forms are no longer sent to each district annually. Instead, an electron file is distributed to the district/charter and forms may be generated if warranted.

Assignments records must be entered into the IBEDS for all certificated staff and the information submitted by using the IBEDS program to Public School Finance by October 15th.

~~Districts/charters with less than 20 employees may use the paper filing method, but the electronic method is preferred.~~

The assignment record **must** be completed for each contract identified on the certified staff employment/contract record. In some cases an employee may have a contract to teach all day at the regular school and then a contract to teach at the alternative school in the evening. An assignment form must be completed for each contract. Designate on each assignment form which contract the assignment relates to.

The Certified Staff Assignment Record has been revised and is as follows:

Personnel Information

Pers. Info | Pers. List | Ed. Hist | Cont. Empl | **Assignmnt** | Certification | Neert Empl | All Cont | All Neert | ParaPrac

SSN: Add Update

School Year: Base Days FTE Save Cancel

District: Contract 1: Delete

Contract: Contract 2:

Per iod	Assign Code	Building	Grd	Crs Lvl	Male Students							Female Students							Qual
					W	B	H	N	A	P	M	W	B	H	N	A	P	M	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	
					0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Crs Lvl - "B"=Beginning, "G"=General, "E"=Enriched, "H"=Honors

Sch Year	District	Schl Type	Building	Contract	FTE
2006	001	Regular		1	1.00
2005	001	Regular		1	1.00

Add a current
year record
2007

School Year Field Size 4

Enter the current school year (**2007** for the 2006-2007 school year.)

Unique Identification Number and **District/Charter** automatically populate if the current year certified employment/contract record exists.

Contract Field Size 1

Field defaults to contract 1. If the assignment record being entered applies to the second contract, change to 2.

ASSIGNMENTS AND MEMBERSHIP BY GRADE, ETHNICITY & GENDER

This SECTION provides for up to nine (9) periods (see following illustrations).

FOR NON-CLASSROOM "ADMINISTRATIVE" ASSIGNMENTS for which grade level and membership would not be applicable (i.e., prep-period) report "A" for **administrative function** (not to be confused with Administrator staffing positions).

Examples of non-classroom assignments for which grade level and membership would not be reported are: Administration, Librarian, and Pupil Personnel Services when either all grades or no grades are applicable. Where assignment code supports a "range of grades", enter a grade level in the middle of the range (i.e., secondary counselor might select grade 9).

FOR CLASSROOM ASSIGNMENTS that involve working with students, who spend most of the day in the regular classroom, provide only the "Assignment" and "Building" codes for those positions.

Examples of this type of assignment are elementary and secondary special education resource room teachers. These students are not counted since their regular teacher reports them.

Assignments **not** requiring student count information have been shaded on the assignment listing in Appendix D.

ASSIGNMENT INFORMATION:

Period (1 through 9 only) Field Size 1

List each period of the day in numerical order, beginning with the first period of the day and ending with the last. Only instructional middle school and secondary teachers should report a preparation period. No more than one (1) preparation period is allowed per instructor. "Advisory Periods" should be reported as an assignment period, if applicable.

Example: Jim, a secondary teacher teaches a seven period day. His first period of the day is a prep period. He then teaches four periods of biology and two periods of chemistry. The IBEDS system will calculate the assignment FTE for the seven periods as follows:

Prep Period	1 period or 1/7th	= .14 FTE or 14%
Biology	4 periods or 4/7th	= .57 FTE or 57%
Chemistry	2 periods or 2/7th	= .29 FTE or 29%

The assignment form for Jim would be completed as follows:

New Assignment Sheet Format

Old Assignment Sheet Format

6 ASSIGNMENTS AND MEMBERSHIP BY GRADE, ETHNICITY & GENDER

Period	Assign Code	Building	Grade Level	ELEMENTARY ONLY		MALE STUDENTS					FEMALE STUDENTS				
				Combined Class	# Aide Hours	White	Black	Hispanics	Native	Asian	White	Black	Hispanics	Native	Asian
1	0850	301	12												
2	1711	301	12			7	3	1		2	8			1	1
3	1711	301	12			6		2	1	2	5	1	2		1
4	1711	301	12			6	1	3	1	1	5	2	2	2	1
5	1711	301	12			7		3	1		7		2	1	
6	1721	301	12			6	1	2	2	2	6	1	2	2	2
7	1721	301	12			5	1	2	1	2	5	2	1	2	

Example: A superintendent teaches one class of calculus per day. The total number of periods for the district or building is five. The assignments for the superintendent must be weighted in order to accurately reflect the time allotted to each assignment. The FTE per assignment calculated by the IBEDS system for the total 5 periods would be as follows:

Superintendent 4 periods or 4/5th = .80 FTE or 80%
Calculus Course 1 period or 1/5th = .20 FTE or 20%

The assignment form for the superintendent would be completed as follows:

Old format – Manual to be Updated

Period	Assign Code	Building	Grade Level	ELEMENTARY ONLY		MALE STUDENTS					FEMALE STUDENTS				
				Combined Class	# Aide Hours	White	Black	Hispanics	Native	Asian	White	Black	Hispanics	Native	Asian
1	4101	001	A												
2	4101	001	A												
3	4101	001	A												
4	2055	301	12			5	1	2	2	1	6		2	1	2
5	4101	001	A												

Example: A principal teaches three classes of American History per day. The total number of periods for the district or building is seven.

The assignment form for the principal would be completed as follows:

Old format – Manual to be Updated

Period	Assign Code	Building	Grade Level	ELEMENTARY ONLY		MALE STUDENTS					FEMALE STUDENTS				
				Combined Class	# Aide Hours	White	Black	Hispanics	Native	Asian	White	Black	Hispanics	Native	Asian
1	4220	401	A												
2	4220	401	A												
3	1041	401	9			8		1	1	2	7	1		2	1
4	1041	401	10			5	1	2	2	1	6		2	1	2
5	1041	401	9			9		1		1	8	1		2	
6	4220	401	A												
7	4220	401	A												

Certified staff performing their duties "by assignment" rather than "by period" can enter the information as a single line.

Example: Janet works exclusively as Monroe Middle School's school counselor. Her assignment form would be completed as follows:

Old format – Manual to be Updated

Period	Assign Code	Building	Grade Level	ELEMENTARY ONLY		MALE STUDENTS					FEMALE STUDENTS				
				Combined Class	# Aide Hours	White	Black	Hispanics	Native	Asian	White	Black	Hispanics	Native	Asian
1	3211	501	7	N											

ASSIGNMENT CODE Field Size 5

Enter the code from the IBEDS Assignment Codes (see Appendix D) that best describes the particular teaching, support, and/or administrative position.

BUILDING Field Size 3

Enter the building number in which the assignment takes place using the Building Name listing for your district.

If an employee has the same assignment in more than one building, it is important for school accreditation purposes to show the assignment in each building.

Example: An elementary principal oversees two buildings. The assignment form for the principal should be completed as follows:

Old format – Manual to be Updated

ELEMENTARY ONLY						MALE STUDENTS					FEMALE STUDENTS				
Period	Assign Code	Building	Grade Level	Combined Class	# Aide Hours	White	Black	Hispanic	Native	Asian	White	Black	Hispanic	Native	Asian
1	42100	102	A												
2	42100	103	A												

GRADE LEVELS Field Size 2 (Do not enter a grade range)

Enter the grade level for which the class being taught was designed or the grade level of the majority of students in the class. Available grade levels in addition to 1 through 12 are:

P Preschool
K Kindergarten
A Administrative Function

Example: Molly, a kindergarten teacher, teaches all day in building 103. Molly's assignment form would be completed as follows:

Old format – Manual to be Updated

ELEMENTARY ONLY						MALE STUDENTS					FEMALE STUDENTS				
Period	Assign Code	Building	Grade Level	Combined Class	# Aide Hours	White	Black	Hispanic	Native	Asian	White	Black	Hispanic	Native	Asian
1	0001	103	K	N		7		1	2			6	4		1

Example: George teaches Algebra I all day in building 701. Algebra I is normally taught at the grade 9 level but his classes may include a combination of grades 8, 9 and 10. George's assignment form would be completed as follows:

ELEMENTARY ONLY						MALE STUDENTS					FEMALE STUDENTS				
Period	Assign Code	Building	Grade Level	Combined Class	# Aide Hours	White	Black	Hispanic	Native	Asian	White	Black	Hispanic	Native	Asian
1	2031	701	9			7		1	2		6		4		1
2	2031	701	9			5		2			2	1	1		
3	0850	701	9												
4	2031	701	9			2		1	2		2		4		1

If a teacher teaches the same students all day in the same building, only complete the first line of the assignment information section. Leave remaining lines blank.

Example: Linda teaches kindergarten in the morning and then, in the same building, teaches a second session of kindergarten in the afternoon. Her assignment form would be completed as follows:

ELEMENTARY ONLY						MALE STUDENTS					FEMALE STUDENTS				
Period	Assign Code	Building	Grade Level	Combined Class	# Aide Hours	White	Black	Hispanic	Native	Asian	White	Black	Hispanic	Native	Asian
1	0001	103	K	N		8		2	1		6	1	2		1
2	0001	103	K	N		6	1	2	1		7		2		1

Remember, the Certified Staff Assignment form information must be completed as of the **last Friday in September**; a "**snap-shot in time**". Alternate day kindergarten teachers and year-round "track schools" should report the last full day prior to the last Friday in September that they were in session.

STUDENT MEMBERSHIP BY ETHNICITY & GENDER: Field Size 3

Enter the student membership in each period that should have been in attendance on the "snap-shot" date. The numbers of male students and female students are to be categorized by the students' ethnic background. For the purpose of this form, a student is included in the ethnic group to which he or she **appears** to belong. Enter enrollment figures under the appropriate category. The ethnic groups are defined as follows:

W = White -- All persons having origins in any of the original peoples of Europe, North Africa or the Middle East; peoples of Basque origin should be included in this group.

B = Black -- All persons having origins in any of the black racial groups of Africa.

H = Hispanic -- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

N = American Indian or Alaskan Native -- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

A = Asian -- All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

P = Native Hawaiian or Other Pacific Islander - All person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

If students are instructed by two teachers (team teaching/class size reduction) each teacher should report half of the students.

NOTE: Student membership information submitted on the assignment form is an **essential** element in the IBEDS data collection. Please be as **accurate** as possible in reporting this information.

V. Non-certified Staff

The following records for the current school year should be completed for each Non-Certified employee on the payroll as of the last Friday in September.

- 1) Personnel Information Record
- 2) Employment Record for 2007
- 3) Paraprofessional Record (instructional aide positions only)

Completing/Updating the Personnel Information Record

Complete/update the Personnel Information record for Non-Certified employees through and including ethnicity. The remaining items (initial certification year thru state where highest degree obtained) pertain to certificated staff and need not be completed for non-certified employees. See instructions on page ____.

Complete the Current Year Non-Certified Employment Record

A current year employment record must be completed for all non-certificated employees included in the prior year IBEDS program as well as any new non-certified employees (2007 for school year 2006-2007).

Add a current
year record
2007

- ✓ Non-certified staff with active prior year record: ate year
- ✓ Hit "Tab" on keyboard
- ✓ "Show Prior Year?"
- ✓ Answer "Yes"
- ✓ Prior year data will populate the record
- ✓ Update necessary fields
- ✓ Hit "Save"
- ✓ Make sure your data is saved.

The screenshot shows the 'Personnel Information' form. The 'Schl Year' field is set to 2007. A dialog box titled 'Show Prior Year?' is open, asking: 'Prior year information has been found for this person. Do you wish to have the screen populated with this information?'. The dialog has 'Yes' and 'No' buttons. An arrow points to the 'Yes' button. The background form includes fields for SSN, District, Building, Employment Date, Status (Active, Inactive, Terminated), Term/Inactive Date, Term/Inactive Reason, Assignment Code, Funding 1-Code, Funding 3-Code, and a table of historical data.

Sch Year	District	District Name	Building	Building Name	Building Code
2006	001	BOISE INDEPENDENT DISTRICT	001	ADMINISTRATION BUILDING	A
2005	001	BOISE INDEPENDENT DISTRICT	001	ADMINISTRATION BUILDING	A
2004	001	BOISE INDEPENDENT DISTRICT	001	ADMINISTRATION BUILDING	A
2003	001	BOISE INDEPENDENT DISTRICT	001	ADMINISTRATION BUILDING	A
2002	001	BOISE INDEPENDENT DISTRICT	001	ADMINISTRATION BUILDING	A

School Year Field Size 4

Enter the current school year (**2007** for the 2006-2007 school year.)

Employment Year (Month/Day/Year) Field Size 10

Enter the month, day, and year the employee began current, continuous employment with the district. A leave of absence does not break the continuous employment period, but should not be counted as a year of service. If a certified employee is being added as a non-certified employee, use the date of non-certified employment.

Building (Number) Field Size 3

From the districts "Building Name Listing" find the correct building number for the employee's work assignment. Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

Status Field Size 1

Status: ☒ Active ☐ Inactive ☐ Terminated

Check only one (1) status. If either inactive or termination is indicated, the appropriate code and an effective date must be included. All staff with a prior year non-certified contract record **must** have a non-certified record for the current year (2007 for school year 2006-2007).

Active is used to add a new employee, reinstate an employee, or to change a current employee's information.

Inactive is used to indicate an employee is not working during the current school year, but the district expects to re-instate him/her.

Termination is used to report employee terminations.

Termination/Inactive Date (Month/Day/Year) Field Size 10

If the status code “inactive” or “terminated” had been checked, enter the month, day, and year that the employee became or will become inactive or terminated. Leave blank for active employees.

Termination/Inactive Reason Field Size 2

If either inactive or termination is indicated, list the code which best describes the reason for the change in status. Leave blank for active employees.

Inactive reason codes are as follows:

<u>Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

Termination reason codes are as follows:

<u>Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant

An employee who has been working for the school district in prior years and becomes a certified staff member in the current year should be “terminated” as a non-certified employee.

Example: Clare has been working as a teacher's aide for ABC school district for the past 10 years. She becomes certified in August 2006 and is hired as a music teacher for the district. For the 2006-2007 IBEDS information, Clare should be: 1) “terminated” as a non-certified staff member, and 2) added as a certified staff member.

7 District Employment Information (see Illustration 8)

Employment Date (Month, Day, Year) Field Size 8

Enter the month, day, and year the employee began current, continuous employment with the district. A leave of absence does not break the continuous employment period.

Assignments and Wages

Enter the assignment code, rate per hour, hours were week and weeks per year for each non-certified position held.

Assignment Code:		Rate:	0.00	Hours:	0.00	Weeks:	0
Assignment Code:		Rate:	0.00	Hours:	0.00	Weeks:	0
Assignment Code:		Rate:	0.00	Hours:	0.00	Weeks:	0

Assignment Code Field Size 5

- ✓ Enter the assignment code that best describes the particular non-certified position.
- ✓ Enter the primary (highest total wage) position first.
- ✓ Limit reporting to three non-certified assignment codes per employee.
- ✓ Non-certified assignment codes also begin with "97xxx" series

Do not use non-certified assignment codes to report positions for which certification standards exist. Employees in such positions must be reported as certified staff.

Rate Per Hour Field Size 4 (e.g. \$5.30 reported as 5.30)

- ✓ Enter the employee's rate of pay per hour.
- ✓ The rate per hour should be adjusted to include any extra-pay, overtime, bonuses, etc. Do not overstate the actual number of hours worked to adjust for this additional pay.
- ✓ Salaried non-certified employees and non-certified employees paid a "flat" amount need to have their pay converted to an hourly rate for IBEDS purposes.
- ✓ Non-certified employees are limited to a maximum of 1 FTE or 2080 hours.

Example: Carol, a non-certified employee, is hired as the drill team coach for \$2,000. It is estimated that the drill team will practice from September through March (7 months) and there will be five 1-hour sessions per week. Carol's hourly rate would be \$14.29 per hour.

7 months x 4 weeks per month = 28 weeks x 5 hours per week = 140 hours
\$2,000 divided by 140 hours = \$14.29 per hour

Hours Field Size 4

Enter the number of hours that the employee works each week; a 40-hour week would be reported as 40.

Weeks Field Size 2 (round to the nearest week)

Enter the number of weeks that the employee is scheduled to work during the fiscal year. The IBEDS program will not accept fraction of weeks.

Example: Louise, a teacher's aide, works 6 hours per day for a full-school year. She is not required to attend staff development meetings of which 22 hours has been

planned for the school year. She is paid \$10.00 per hour. IBEDS information for Louise would be calculated as follows:

1,040	Total hours scheduled
- 22	Staff development hours
<u>1,018</u>	Actual hours scheduled

1,018 hours divided 6 hours per day divided by 5 days per weeks = 33.9 weeks = **34** weeks.

Employee Funding Source

- ✓ The funding source provides information about how each employee is funded.
- ✓ This section must be equal 100%
- ✓ Space has been provided to identify four sources of employee funding.

Funding 1-Code: <input type="text"/>	% FTE: <input type="text" value="0"/>	Funding 2-Code: <input type="text"/>	% FTE: <input type="text" value="0"/>
Funding 3-Code: <input type="text"/>	% FTE: <input type="text" value="0"/>	Funding 4-Code: <input type="text"/>	% FTE: <input type="text" value="0"/>

Employee Funding Source Code 2 digits

Code	Funding Source	Code	Funding Source
01	Title I	06	Transportation Program
02	Title I – Migrant	07	Food Service Program
03	Title I - Handicapped	08	Other Federal Program
04	Title VI-B IDEA Special Ed	09	Other State/Local (not state funding formula)
05	Title VI-B IDEA Preschool	10	General Fund (state funding appropriation)

% of Total FTE Field Size 3 (maximum value = 100%)

Report the percent of total FTE's the non-certified employee is paid by the funding codes identified above. All entries must total 100%.

Example: A teacher assistant works 30 hours as a Title I - Migrant assistant and 10 hours as a math assistant paid by the General Fund. She would be reported as funding code "02" for 75% (30 hours/40 hours) and program "10" for 25% (10 hours/40 hours).

Old format – Manual to be Updated

Employee Funding Source (Non-certified Staff)

EMPLOYEE FUNDING SOURCE							
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM		4TH PROGRAM	
Code	% of FTE	Code	% of FTE	Code	% of FTE	Code	% of FTE
02	75	10	25				

Non-certified Paraprofessional Staff Record

Information is now collected on all paraprofessional non-certificated staff with the following assignment codes:

- 97501 Instructional Assistant - Regular Ed
- 97502 Instructional Assistant - Special Ed
- 97503 Related Services Assistant, Special Ed
- 97506 Instructional Assistant - Title I
- 97507 Instructional Assistant – LEP
- 97508 Instructional Assistant – Technology
- 97509 Instructional Assistant - Migrant

Beginning of the 2006-2007 school year, all highly qualified paraprofessionals working in programs funded by “No Child Left Behind” (NCLB) must meet at least one of the following

- ✓ Have an Associate degree or higher, **or**
- ✓ Complete a given number of college “Academic Institution Transcript Credits”, **or**
- ✓ Pass the ETS Parapro Assessment Examination,

And meet the Competency Checklist requirements.

Personnel Information

Para Info | Para List | Ed List | Cert Emp | Assignment | Certificate | Next Emp | All Cert | All Next | ParaProf

SSN: 540 09 2000 | AACAPD TAMI

Academic College Degree: [] | Date of Degree: []

Institution: []

OR

Academic Institution Transcript Credits: 0 | Date Minimum credits obtained: []

Institution: []

OR Pass ETS Parapro Assessment Exam

Date Passed: [] | Score: 0

Date Competency Checklist met: []

Verified by: ☒ Principal ☐ Superintendent ☐ Director | Name: []

Must Meet one

- ✓ Associate or higher, **or**
- ✓ Number of college credits, **or**
- ✓ Pass ETS Parapro Assessment Exam

And meet the Competency Checklist requirements

Academic College Degree Field Size 2 (alpha only)

Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Masters of Arts
BS	Bachelor of Science	MS	Masters of Science
DR	Doctorate	ES	Ed Specialist (Ed.D.)
A	Associate		

Date of Degree (Date of Highest Degree) Field Size 8

Enter the date that the highest degree reported was granted (e.g. 05/21/1990).

Institution (Granting Degree) Field Size 3

Enter the applicable code corresponding with the highest degree reported. Zeros (000) are to be entered for all out-of-state institutions. If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State	040	North Idaho College
010	Boise State University	050	Northwest Nazarene College
020	Albertson College	060	BYU - Idaho (formerly Ricks)
030	Idaho State University	070	University of Idaho
035	Lewis-Clark State College	085	College of Southern Idaho

Date Passed ETS Parapro Assessment Exam

Date Passed Field Size 8

Enter the date ETS Parapro Assessment Exam was passed (e.g. 05/21/1990).

Score Field Size 3 (e.g. max. 460)

Enter the highest score achieved on the ETS Parapro Assessment Exam(e.g. 405).

Meet Competency Checklist Requirements

Date Competency Checklist Met Field Size 8

Enter the date Competency Checklist requirements were met (e.g. 05/21/1990).

Verified By Field Size 1

Position of the individual verifying that the paraprofessional has met Competency Checklist requirements (must be a Idaho credentialed Principal, Superintendent or Special Education Director)

<u>Code</u>	<u>Description</u>
P	Principal
S	Superintendent
D	Director of Special Education

Name Field Size 25

Name of Principal, Superintendent or Director of Special Education verifying paraprofessional has met the Competency Checklist.

VI. Non-District/Charter Contracted Certified Staff

Non-District/District Contracted Certified Staff **must** be reported on IBEDS Form 5. This information will be handled manually by the SDE. For the 2006-2007 school year the IBEDS system has not been programmed to handle the information electronically.

Non-district/charter contracted certified staff are those individuals not directly employed by the district. No social security and/or retirement benefits are withheld from the amount paid the contracted person.

Note: All non-district/charter contracted certified staff should be reported on IBEDS if standards exist for those services being required.

Please note the following in completing the Non-District/Charter Contracted Certified Staff forms

- ✓ Complete IBEDS Form 5 for "Non-District/Charter Contracted Certified Staff".
- ✓ Use same basic guidelines as for Certified Staff (see page 8)
- ✓ Forms are printed on blue paper and require special handling by the SDE.
- ✓ Prepare a Non-District/Charter Certified Staff Assignment form (manual) for contracted certified staff.
- ✓ Submit forms to SDE.

Contract

Contracted Amount: Field Size 6 (e.g. \$30,000 = 30000)

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar.
Report only the salary portion of the contract.

Days Field Size 3

Enter the number of days on the contract. For staff contracting on a monthly basis, calculate the number of days using a five-day workweek (total number of weeks times 5). For consistency on twelve-month contracts, enter 250 days.

Full-Time Equivalents (FTE) Field Size 3 (maximum = 1.00)

The FTE must be calculated for those employed less than a full school year, fewer than five days per week, or less than a full school day. If a contractor is working less than a full day for the entire school year, divide the number of class periods at work by the number of periods in the usual day to determine FTE.

Example: Ms. Gray, a certified Speech/Language Pathologist, evaluates students 2 periods per day for the full school year. The school usually has 7 periods per day. The FTE for Ms. Gray is $2/7$ or 29% (.29).

Contractor Funding Source (see Illustration 13)

The funding source provides information about how each contractor is funded. This section

must be completed.

Contractor Funding Source - Code 2 digits

Code	Funding Source	Code	Funding Source
01	Title I	06	Transportation Program
02	Title I - Migrant	07	Food Service Program
03	Title I - Handicapped	08	Other Federal Program
04	Title VI-B IDEA Special Ed	09	Other State/Local (not state funding formula)
05	Title VI-B IDEA Preschool	10	General Fund (state funding appropriation)

% of Total FTE Field Size 3 (maximum value = 100%)

Report the percent of total FTE's the non-district/charter contracted certified individual is paid by the funding codes identified above. The entries must total 100%.

Example: Jeff is an employee of Mountain View Speech and Hearing. The district has contracted with Mountain View for Jeff to work at the district two days a month. It is anticipated that Jeff will spend 80% of his time working with special education students using Title VI-B IDEA funding and 20% of his time with regular students (General Fund). He would be reported as funding code "04" for 80% and funding code "10" for 20%.

Assignments Performed Field Size 4

Enter the code(s) from the IBEDS Assignment Codes (see Appendix D) that best describes the particular teaching, support or administrative position.

Illustration 11 - Contractor Information (Non-District/Charter Contracted Certified Staff)

7	CONTRACTED INFORMATION					
---	------------------------	--	--	--	--	--

CONTRACT					
Contract Amount		Days	FTE		
15340		95	50		

CONTRACTOR FUNDING SOURCE					
1ST Program		2ND Program		3RD Program	
Code	% of FTE	Code	% of FTE	Code	% of FTE
04	80	10	20		

ASSIGNMENTS PERFORMED		
Code	Code	Code
3201	3205	

VII. Non-District/Charter Contracted Non-certified Staff

Non-District/Charter Contracted Non-certified Staff **must** be reported on IBEDS Form 6. These forms will be handled manually by the SDE. For the 2006-2007 school year the IBEDS system has not been programmed to handle the information electronically.

Note: Report all non-district contracted non-certified staff which would normally be an employee of the district/charter under traditional circumstances. Contract pupil transportation company employees do not need to be reported on the IBEDS system.

Please note the following in completing the Non-District/Charter Contracted Non-certified Staff forms

- ✓ Complete IBEDS Form 6 for "Non-District/Charter Contracted Non-certified Staff".
- ✓ Use same basic guidelines as for non-certified staff (see page 25).
- ✓ Forms are printed on blue paper and require special handling by SDE.
- ✓ Submit forms to SDE.

Assignments and Wages (see Illustration 12)

Assignment Code Field Size 4

Enter the assignment code that best describes the particular non-certified position. Enter the primary (highest salaried) position first. Limit reporting to three non-certified assignment codes per contracted position. **Do not use non-certified assignment codes to report positions for which certification standards exist.**

Rate Per Hour Field Size 4 (e.g. \$7.50)

Enter contracted non-certified individual's rate of pay per hour; include only that portion of the amount that is exclusively salary. Non-district/charter contracted non-certified individuals hired at a flat rate to perform a given function will need to have their rate converted to an hourly rate for IBEDS purposes.

Hours Field Size 4

Enter the number of hours that the non-district contracted non-certified individual works each week. A 40-hour week would be reported as 40.

Weeks Field Size 2 (round to the nearest week)

Enter the number of weeks that the non-district contracted non-certified individual is scheduled to work during the fiscal year. Do not report fractions of weeks.

Contractor Funding Source (see Illustration 14)

The funding source provides information about how each non-district contractor is funded. This section must be completed. Space has been provided to identify four sources of contractor funding.

Contractor Funding Source – Code Field Size 2

<u>Code</u>	<u>Funding Source</u>	<u>Code</u>	<u>Funding Source</u>
01	Title I	06	Transportation Program
02	Title I - Migrant	07	Food Service Program
03	Title I - Handicapped	08	Other Federal Program
04	Title VI-B IDEA Special Ed	09	Other State/Local (not state funding formula)
05	Title VI-B IDEA Preschool	10	General Fund (state funding appropriation)

% of Total FTE Field Size 3 (maximum value = 100%)

Report the percent of total FTE's the non-district non-certified individual is paid by the funding codes identified above. The entries must total 100%.

Example: The district contracts with ABC Security Service to provide an officer on campus during school hours at \$7.50 per hour. The district has also agreed to pay the company \$8 per day to cover incidentals such as uniforms, transportation, and ABC's commission on the contract. The officer will be on campus 5 hours per day; and will be paid 40% from federal drug free funds, 40% from state drug free funds, and 20% from the general fund.

Illustration 12 - Assignments and Wages (Non-District Contracted Non-certified Staff)

7	ASSIGNMENTS AND WAGES										
ASSIGN CODE	RATE/HOUR	HOURS	WEEKS	ASSIGN CODE	RATE/HOUR	HOURS	WEEKS	ASSIGN CODE	RATE/HOUR	HOURS	WEEKS
97701	7.50	25	34								

Illustration 13 - Contractor Funding Source (Non-District/Charter Contracted Non-certified Staff)

CONTRACTOR FUNDING SOURCE							
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM		4TH PROGRAM	
Code	% of FTE Hours	Code	% of FTE Hours	Code	% of FTE Hours	Code	% of FTE Hours
08	40	09	40	10	20		

APPENDICES...Under Construction

APPENDIX A. IBEDS Forms	38
Cover Letter - IBEDS Form 1	39
Certified Staff - IBEDS Form 2.....	40
Certified Staff Assignment - IBEDS Form 3	41
Non-certified Staff - IBEDS Form 4	42
Non-District/Charter Contracted Certified Staff - IBEDS Form 6.....	42
Non-District/charter Contracted Non-certified Staff - IBEDS Form 7 ...	43
 APPENDIX B. IBEDS Operations	 44
IBEDS Installation and Operating Instructions	45
IBEDS Security.....	47
Basics Instructions	48
Update Personnel Info with District ASCII File.....	50
File Layout	51
Exporting Data for the State Department of Education.....	54
 APPENDIX C. Edits and Reports to Review	 55
Recommended	
Edit for Assignment/Employment Updates	56
Personnel Employment Information Report.....	57
District Index Report.....	58
District Qualifying Staff & Salary Report	59
Employment Placement Schedule Report.....	60
Optional Reports and Utility Functions	
Salary Summary By District; All Funds	61
Certified/Non-Certified Staff Status Reports.....	62
Other Miscellaneous	
User Printer Selection and Error Handling Options	63
Reindex Databases	64
Employee Roster of Salary/FTE Information.....	65
Teachers FTE by District/Building Report.....	66
EEO-5 Report and/or Create ASCII File	67
Class Overload Report	68
Edit For Duplicate SSN's Report	69
Funding Source Edit Report	70
FTE Exceeding 1.00 FTE Report	71
Personnel With More Than 1 Contract Edit Report	72
 APPENDIX D. IBEDS Codes and Tables.....	 73
Numerical List of Course Codes and Titles.....	74

Alphabetical List of Course Codes	89
Professional-Technical Course Code Crosswalk.....	96
IBEDS Frequently used Codes	96
Experience and Education Multiplier Table	97
State/Providence Codes	98
Table of Illustrations	99

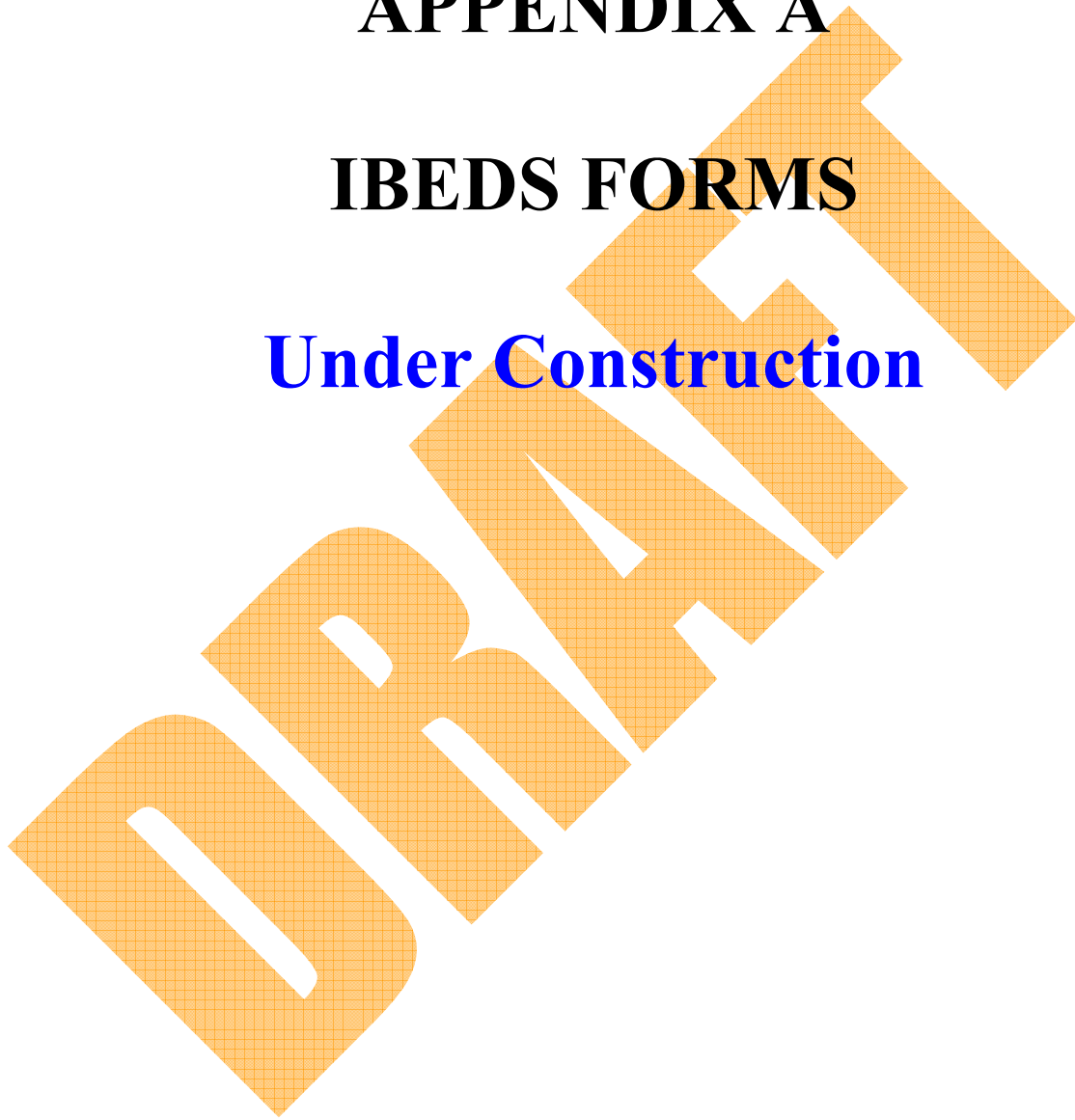
APPENDIX E. IBEDS Sample Reports 100

Edit for Assignment/Employment Updates	
Personnel Employment Information Report	
District/Charter Index Report	
District/Charter Qualifying Staff & Salary Report	
Employment Placement Schedule Report	
Salary Summary by District; All Funds	
Certified/Non-Certified Staff Status Reports	
Employee Roster of Salary/FTE Information	
Teachers FTE by District/Charter Building Report	
EEO-5 Report and/or Create ASCII File	
Class Overload Report	
Edit For Duplicate SSN's Report	
Funding Source Edit Report	
FTE Exceeding 1.00 FTE Report	
Personnel With More Than 1 Contract Edit Report	
IBEDS Assignment Codes (Back of Assignment Form 3)	
Professional-Technical Course Codes (Numerical)	

APPENDIX A

IBEDS FORMS

Under Construction



State of Idaho
Department of Education
Idaho Basic Education Data System
COVER LETTER

DISTRICT/CHARTER NAME: _____

DISTRICT/CHARTER NUMBER: _____

IBEDS CONTACT INFORMATION:

NAME: _____

POSITION: _____

PHONE #: _____

FAX #: _____

E-MAIL: _____

SALARY NEGOTIATIONS:

Has your district finished salary negotiations?

Yes

☐

No

☐

Note: If "No", then IBEDS should be reported under the current contract salary schedule.

CERTIFICATION OF CORRECTNESS:

I Certify that the information submitted is complete and accurate.

Superintendent's Signature: _____

Date: _____

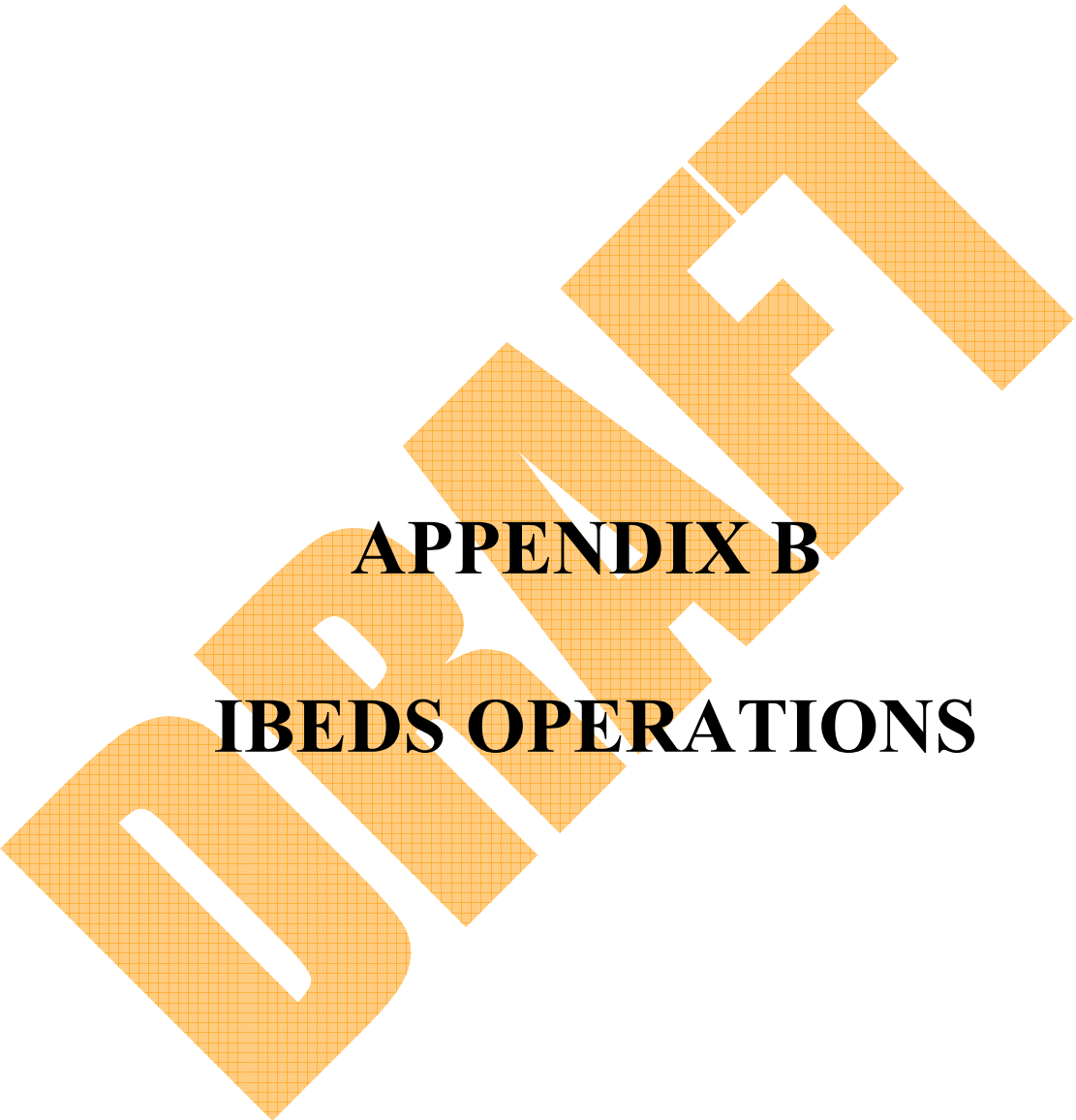
Submit this form, the current year district schedule, district control list and IBEDS data by October 15th to:

State Department of Education
Public School Finance - IBEDS
P.O. Box 83720
Boise, ID 83720-0027

IBEDS Form 1

DRAFT

DRIVE



APPENDIX B

IBEDS OPERATIONS

IBEDS INSTALLATION AND OPERATING INSTRUCTIONS

MINIMUM SYSTEM REQUIREMENTS:

IBM compatible personal computer using a 386 or higher processor
480 K available conventional memory
Hard drive with at least 8 MB of free memory

REPORTING BY PROGRAM (Visual FoxPro Application):

- **Delete ALL** prior year IBEDS programs and IBEDS data files from your hard drive
- **Delete ALL FoxPro icons** from your desktop
- **Install** the "Version 2006-2007" Visual FoxPro program (download from secure SDE website)
- Enter "2007" as the current school year
- Best when installed in **c:\2007IBED** subdirectory but can be ran from other locations
- Assistance and Support:
Myrna Holgate/LaRae Ashby (332-6845; Public School Finance)

DELETE ALL PRIOR YEAR IBEDS PROGRAMS/FILES:

Windows Explorer Method:

Go to drive **c:** (or applicable drive)
right click on the **IBEDS** folder and
left click on **delete**.
click **yes** when prompted.

INSTALLATION-

1. *Normal Install*

- Download xxxibeds.zip file from SDE secure website to your system
- Double click on file
Program will automatically
Unzip to C:\2007ibed\ drive unless you chose otherwise
If you choose not to use this drive and path, see option 2

2. *Install to Network or Other Drives*

- Download xxxibeds.zip file from SDE secure website to your system
- Program will automatically unzip to Drive "C" and Path "2007ibed"
Change destination Drive to another letter and the path you wish
- To install to a network, consult your district/charter technology support staff. To install to networks, additional files such as the "Micropro" files included in your download might require special handling.

Re-establish the FoxPro icons to your desktop, if desired. **Make certain this shortcut links to the directory where the 2007 IBEDS FoxPro program has been placed.**



USER ID AND PASSWORD:

Both the **User ID** and **Password** are initially set to **DISTnnn** where **nnn** = the three digit district number (example: dist066). You may change your **Password** at any log on. This is your "Master" password and allows you to enter all applicable screens.

A **second** level of security has been added and is initially set to **SKIPPY1**. This second password allows you to enter the Assignment screen only (denied access to personnel, certified contract and non-certified records).

DRAFT

IDAHO BASIC EDUCATION DATA SYSTEM (IBEDS)

Basic Instructions

Recommended Procedure

Submit All IBEDS Using "Electronic Method":

By entering both the IBEDS employment and assignment information using the diskette method, you are able to run and review the following reports. The ASCII method is no longer being accepted by the state; such files may be loaded at the district level to the IBEDS program and consequently submitted using the diskette method. Districts and charter schools with 20 or less total employees may file using the "paper method".

Recommended Procedure:

- ✓ Review packet from the State Department of Education (SDE)
- ✓ Read all instructions carefully
- ✓ Establish a procedure for collecting and entering the data
- ✓ Distribute materials (assignment sheets, control lists, instructions, etc.) to buildings
- ✓ Install IBEDS Program; all prior IBEDS programs and data files **must** be deleted
- ✓ Remember –
 - School year (required i.e. 2007 = 2006-2007): **(2007)**
 - Districts and charter schools with 20 or more employees **must** file electronically using the IBEDS diskettes provided
 - Always a "snapshot in time" as of the last Friday in September
 - Must be completed and submitted to SDE on or before October 15th
 - Call State Department of Education (332-6845) for support

October 15 - Submit all IBEDS data to **Public School Finance in ONE single mailing** with

- ✓ Cover letter (IBEDS form 1); must be signed by superintendent
- ✓ Any Nondistrict Contracted Staff "**blue**" forms (IBEDS forms 6 & 7)
- ✓ Special circumstance letter signed by superintendent, if needed
- ✓ Copy of the districts salary schedule (*I.C. 33-1004E*)
- ✓ District control lists and copy of Personnel Employment Report (optional)

November 15 - SDE provides districts and charter schools "preliminary" reports of data entered into the state's centralized IBEDS system

December 15 - Last day corrections accepted by SDE; all corrections after the initial data collection date of October 15th, **must** be submitted manually and in writing

December 31 - Last day corrections will be made for negotiations settled after October 15th but on or before December 31st.

Recent Changes in Idaho Code:

"Full-time instructional staff salaries shall be determined from a salary schedule developed by each district and submitted to the state department of education. No full-time staff member shall be paid less than the state instructional base salary plus \$1,000, or \$25,000, whichever is greater." (I.C. 33-1004E)

"Instructional staff whose initial certificate is an occupational specialist certificate shall be treated as a BA prepared instructional staff. Credits earned by such occupational specialists instructional staff after initial certification shall be credited towards the education factor." (I.C. 33-1004A)

- "OS" degree code added for certified staff with occupational specialist certificates
- Applies only to occupational specialists not having a college degree (bachelors or higher) and no previous *initial certification*
- May report additional college transcript credits earned after the issuance date of the occupational specialist certificate to move horizontally on the "Experience and Education" table

Recommend Reports:

- ✓ Edit for Assignment/Employment Updates (Edit Reports Menu)
- ✓ Personnel Employment Information Report (State Report Menu)
- ✓ District Index Report (Funding Report Menu)
- ✓ District Qualifying Staff & Salary Report (Funding Report Menu)
- ✓ Employment Placement Schedule Report (Funding Report Menu)

Reporting by Using IBEDS Program:

- ✓ **Delete** ALL prior year IBEDS programs/data files from your hard drive
- ✓ **Install** the current year program diskette (i.e. 2006-2007)
- ✓ Current 2007 program is a Windows based CD Rom
- ✓ Following the install instructions; don't exit prematurely
- ✓ For support contact the State Department of Education
 - Technical – (208) 332-6845
 - Data Collection – (208) 332-6845

Keep in Mind:

- IBEDS reporting is a "snapshot in time"; always of the last Friday in September
- All certified positions must have both employment and assignment information.
- Verify "Years Completed Teaching Experience" history for certified employees is correct
- A certified employee with no prior teaching/administrative experience is reported with **zero** years experience (see personnel screen).
- History in District must be manually updated (see contract screen)
- Terminate prior year employees by adding a record for the current year, then change the "status" code to "T" and enter the effective date and "reason" code; **never** delete a employee record.
- Changes to social security numbers can only be corrected by the State Department of Education (SDE); submit any corrections to SDE.
- Only SDE has the ability to add or make changes to the address fields - personnel screen.
- Verify the certified "assignment code" reflects what actually is happening; new codes have been added and others have been deleted (see below).
- **Remember:** "Extended Summer Contracts" reimbursed by the Professional-Technical Division should be reported as "extra pay" using code E.
- Verify all information is **accurate** for the current school year; include **all** employees used to staff your district. The IBEDS database is used for a variety of programs (not exclusively for state funding).
- Non-district "contracted" staff must be reported on the "**blue**" forms (IBEDS forms 6 & 7); these require special handling by SDE. A copy of the agreement may be required by SDE.
- For unique situation requiring special handling by SDE, attach a brief letter from the Superintendent explaining the circumstances. If approved, SDE will make the necessary adjustments to the IBEDS system.

Recent Changes

- IBEDS was changed to a Windows Based platform last year.
- You can now update the employee addresses on the personnel screen.
- **Assignment Course Codes changed last year and we've added a few additional codes for the 2006-2007 school year.**

Update Personnel Info with District ASCII File

Procedure

- IBEDS Input/Inquire for Personnel Information Menu
- Select - Update Personnel Info with District ASCII Data
- Follow instructions on "Update IBEDS Information with District ASCII Info" (see sample below)

Note: This method may be used to update certified and non-certified personnel information including salaries and wages.

Update IBEDS Information with ASCII Data

School Year: 2007 District: 011 MEADOWS VALLEY DISTRICT

Type of Run: ☒ Trial ☐ Update files

Update Personnel Information: ☒ Yes ☐ No Directory Selection

Path/Directory/File: _____

Update Certified Employment Information: ☒ Yes ☐ No

Path/Directory/File: _____

Update Certified Assignment Information: ☒ Yes ☐ No

Path/Directory/File: _____

Update Noncert Employment Information: ☒ Yes ☐ No

Path/Directory/File: _____

This function provides updating of IBEDS information with ASCII data. A Trial run will produce an error report without updating any files. If an error is found within an ASCII record, that record will be rejected and no update will occur.

Process ASCII Data Exit

Put new File Layout here

Electronic File Layout - Procedures

District staff and salary information may be electronically imported into the IBEDS Electronic Program if the files are in "ASCII" format. If you need assistance importing certified staff assignment information, this function is under construction and you will need to contact the State Department of Education for additional instructions.

Use the following naming convention:

FOR:

Personal data file

Certified employment file

Non-certified employment file

Assignment information file

USE:

Personal.xxx

Certemp.xxx

Noncert.xxx

Assign.xxx

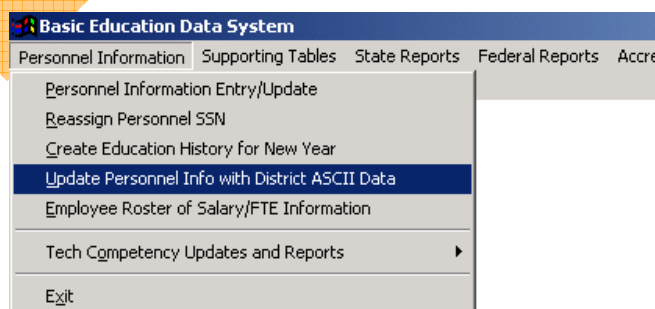
** For all files you should substitute your District/Charter number for the xxx extension.

Build four (4) separate files. The first is the "personal" file, the second is the "certified employment" file, the third is the "non-certified employment" file, and the fourth is the "certified assignment". All fields are required: if you do not use a field and it is defined as a character field, insert blank spaces. If you do not use a numeric field you must enter zero (0) in the space.

How To Import:

- ✓ From the "Personnel Menu"
- ✓ Select "Update Personnel Info With District ACSII Data" and following the instructions
- ✓ Call SDE for technical support

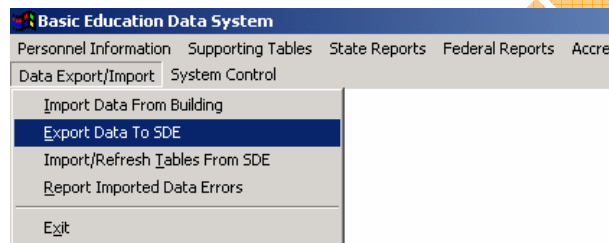
See "IBEDS ASCII File Layout" for the required file structure

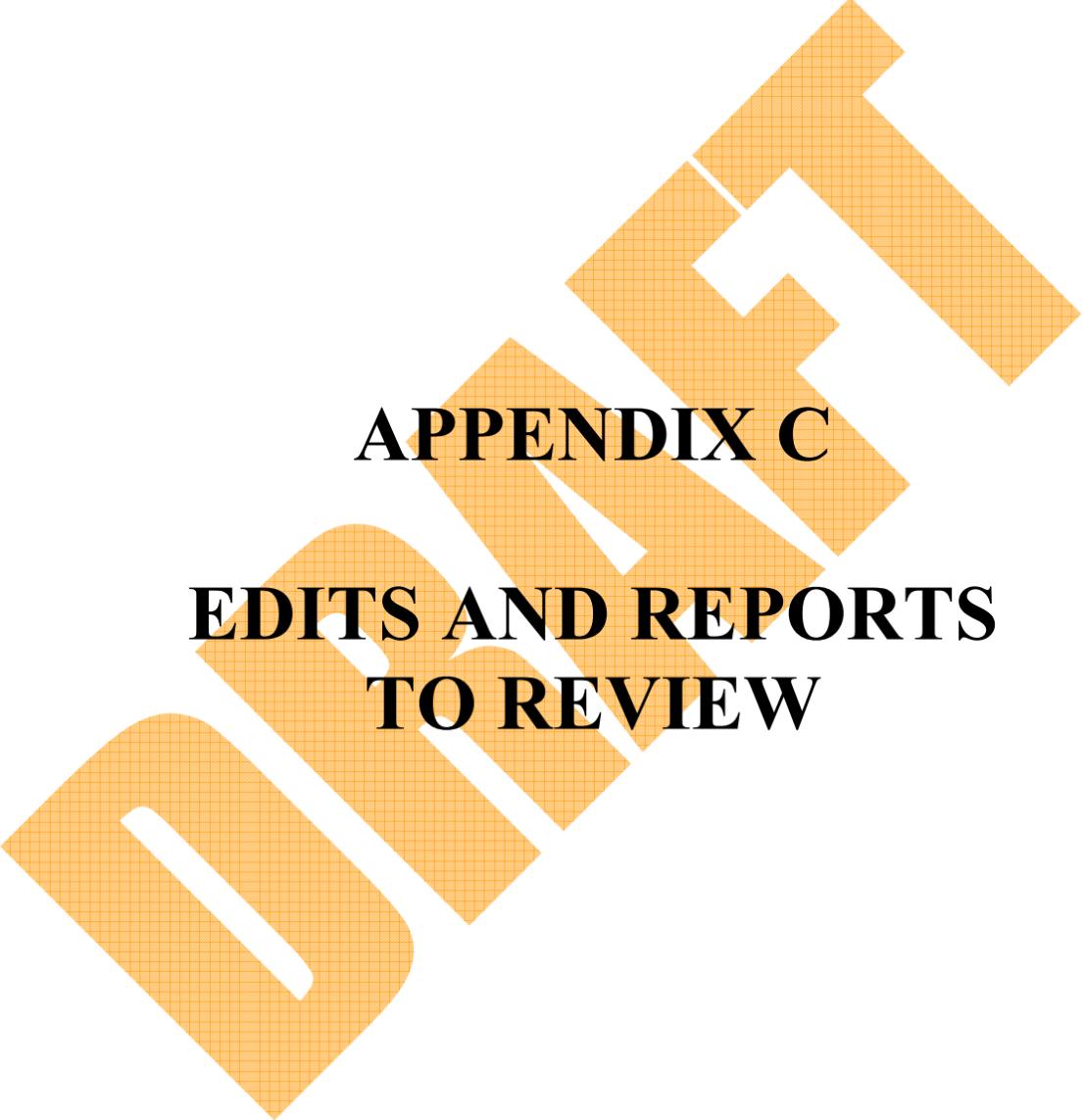


Exporting Data for the State Department of Education

Procedure

- ✓ Make sure to export files to a "blank" **diskette**
 - All files should fit on one diskette
- ✓ IBEDS Data Export / Import Functions Menu
- ✓ Export Data for State Dept. of Education
- ✓ Follow instructions to export data (see sample below)
- ✓ (X) Send all information for a **specific school year**
- ✓ Call State Department of Education for technical support





APPENDIX C
EDITS AND REPORTS
TO REVIEW

Edit for Assignment / Employment Updates Report

Mandatory

This report must be run and **all** items cleared before submitting the IBEDS file to the department. If you are unable to remove an individual from this list, include a letter from the Superintendent explaining why.

This reports personnel for the specified school year that have

- ✓ Employment record but no Assignment record or
- ✓ Assignment record but no Employment record or
- ✓ Assignment and Contract record but no Personnel record or
- ✓ Incomplete personal information (current year's Personnel record) or
- ✓ Employed the previous year with no current year records

Procedure

- ✓ IBEDS Edit Menu - Edit for Assignment / Employment Updates
- ✓ Follow instructions on "Edit for Assignment / Employment Updates Report" screen
- ✓ School year (required i.e. 2007 = 2006-2007): **(2007)**
- ✓ Call State Department of Education for technical support

The screenshot displays the 'Basic Education Data System' menu bar with options: Personnel Information, Supporting Tables, State Reports, Federal Reports, Accreditation Reports, Statistical Reports, Edit Reports, and Funding Formula. Below the menu bar is the 'Edit for Assignment/Employment Updates Report' window. The window has a title bar and standard window controls. Inside, the 'School Year' is set to '2007'. The 'Districts to report' section has radio buttons for 'LEA' (selected) and 'All'. Below this is a list box containing '281 MOSCOW DISTRICT'. To the right of the list box is an 'Untag All' button. The 'Sort Order' section has radio buttons for 'Alpha-Last/First Name' (selected) and 'SSN'. The 'Output' section has radio buttons for 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'. To the right of the output options is a text box for '# Copies to be reported:' with the value '1'. At the bottom of the window is a text box containing the following text: 'This reports personnel that have one but not both Employment or Assignment information. Those with Employment or Assignment information and no Education History will also be reported as well as those employed the previous year that show none this year.' Below the text box are two buttons: 'Continue with Report' and 'Exit'.

Personnel Employment Information Report

(Recommended)

This reports personnel information for both Certified and Non-Certified employees. For Certified, this includes the assignment, education information, employment history, contract/salary information, extra-pay code(s) and amount(s), and funding sources. For Non-Certified, information reported includes assignment codes, funding sources, and optionally, the computed FTE and salary. Non-Certified FTE's are calculated using 2,080 hours. All active employees are reported.

Procedure

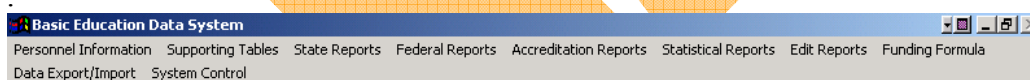
- ✓ From "Personnel Information" Menu
- ✓ School year (required i.e. 2007 = 2006-2007): **(2007)**
- ✓ See sample report below.

Recommended Review Procedure

Check each employee record for

- Completeness and accuracy
- Use salary and wage information from last settled contract
- Verify assignment codes
- Check primary building number

Note: Sending a copy of this report with your October 15th submission is recommended but not mandatory

A screenshot of the 'Personnel Employment Information Report' dialog box. The 'School Year' is set to 2007. The 'District(s)' list contains '281 MOSCOW DISTRICT'. There is an 'Untag All' button. The checkbox 'Compute and print Noncertified FTE and Salary' is checked. Under 'Output', 'Report Only' is selected. The '# Copies to be reported' is set to 1. At the bottom, there is a text box explaining the report content and two buttons: 'Continue with Report' and 'Exit'.

District Index Report

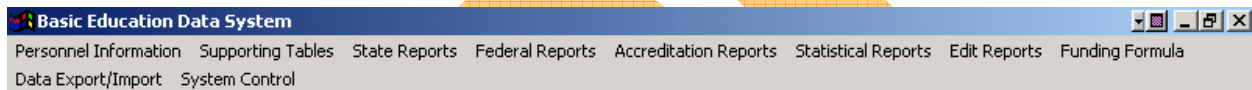
(Code 10 - State Funding Formula)

Recommended

This reports actual FTE, Factored FTE, and the Funding Index for Administrative and Instructional personnel. A complete grid showing the resulting FTE and Factored FTE by years of service and education in relation to the "Experience and Education Multiplier Table" (I.C. §33-1004A) is generated (see sample below).

Procedure

- Select IBEDS State Reports Menu - District Index Report (2nd items on the list)
- Follow instructions on "District Index Report" screen
- School year (required i.e. 2007 = 2006/2007): **(2007)**
- Funding Source Code (one required): **(10 – General Fund)**
- Report "A"dmministrative, "I"nstructional, or "B"oth: **(B)**
- District (optional) *Only records for your district exists*



The screenshot shows the District Index Report form. The form has the following fields and options:

- School Year:** 2007
- Current Salary Schedule Multiplier is:** 1.03750
- District(s):** 281 MOSCOW DISTRICT
- Funding Source Codes:** 08 Other Federal, 09 Other State/Local, 10 General Fund (selected)
- Report:** Administrative, Instructional, Both (selected)
- Output:** Report Only, DBF File Only, Report and DBF File (selected)
- Report District Detail:** (checked)
- # Copies to be reported:** 1

Below the form, there is a text box explaining the report: "This reports actual FTE, Factored FTE, and the Funding Index for those that qualify. District Detail and Statewide Grid produce a complete grid showing the FTE and Factored FTE by Years of Service and Education. Summer Alternative info is included. Information is reported by district showing Administrative & Instructional areas. Regardless of selections, all District Indexes will be retained for later use in computing the Salary Base Apportionments."

At the bottom of the form, there are two buttons: "Continue with Report" and "Exit".

District/Charter Qualifying Staff and Salary Report

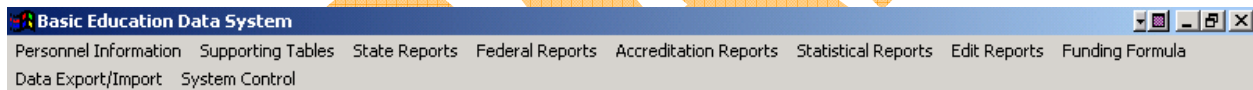
(Code 10 - State Funding Formula)

Recommended

This reports qualifying staff information for the general fund (code 10 only) showing the actual employee count, FTE, total salaries, base salary, and extra pay within each activity category for both certified employees and non-certified employees. Caution: actual employee count is the number of employees within a given activity (i.e. employee coded as both a Maintenance Worker and a Instructional Aid will be reported twice in the District/Charter total). See sample below.

Procedure

- ✓ IBEDS Funding Formula Menu – District/Charter Qualifying Staff & Salary Report
(3rd item in list)
- ✓ Follow instructions on "District/Charter Staff & Salary Report" screen
- ✓ School year (required i.e. 2007 = 2006-2007): **(2007)**
- ✓ Funding Source Code (one required): **(10 – General fund)**
- ✓ District/Charter (optional) *Only records for your district exists*

A screenshot of the 'District Qualifying Staff and Salary Report' form. The form has a title bar and a main content area. The 'School Year' field is set to '2007'. The 'District(s)' field is a list box showing '281 MOSCOW DISTRICT' with an 'Untag All' button to its right. The 'Funding Source Codes' field is a list box showing '08 Other Federal', '09 Other State/Local', and '10 General Fund' (which is selected) with an 'Untag All' button to its right. The 'Output' section has three radio buttons: 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'. The '# Copies to be reported' field is set to '1'. At the bottom, there is a paragraph of text explaining the report's content and scope.

School Year: 2007

District(s): 281 MOSCOW DISTRICT Untag All

Funding Source Codes: 08 Other Federal
09 Other State/Local
10 General Fund Untag All

Output: ☒ Report Only
☐ DBF File Only
☐ Report and DBF File # Copies to be reported: 1

This reports actual employee count, FTE, total salaries, base salary, and extra pay within each activity for certified employees and within assignment for noncertified employees. Qualified staff are those containing the specified Funding Source Code(s). FTE and salaries are adjusted by the FTE percentage of their qualifying funding codes. Summer Alternative is included. Only LEA districts are reported. Charter schools are reported separately.

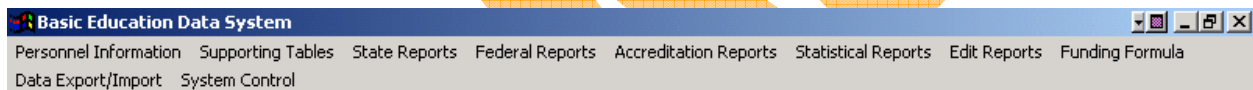
Employment Placement Schedule Report

(Code 10 - State General Funding Sources)
Recommended

This reports each qualifying (classified) staff member that contributes to the District/Charter Funding Index. Information reported includes degree, credits, years of service, placement on the funding index and actual and factored FTE for both administrative and instructional certified positions.

Procedure

- ✓ IBEDS Funding Formula Menu - Employment Placement Schedule Report (item the bottom)
- ✓ Follow instructions on "Employment Placement Schedule " screen
 - Select sort order may be either alpha or numeric (select)
 - District/Charter (optional) *Only records for your district exists*
- ✓ Call State Department of Education for technical support
- ✓ Note: For this report to be accurate you **must** 1st run
 - District/Charter Index Report AND
 - District/Charter Qualifying Staff and Salary Report

A screenshot of the 'Employment Placement Schedule Report' window. The window title is 'Employment Placement Schedule Report'. It contains the following fields and controls:

- 'Information currently exists for School Year:' with a text box containing '2006-2007'.
- 'District(s):' with a list box containing '281 MOSCOW DISTRICT' and an 'Untag All' button to its right.
- 'Sort Order:' with two radio buttons: 'District, Last Name, First Name' (selected) and 'District, SSN'.
- 'Output:' with three radio buttons: 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'.
- '# Copies to be reported:' with a text box containing '1'.

Salary Summary by District/Charter Report

All Funds

(optional - for District Use Only)

This reports all staff information by district showing the actual employee count, FTE, total salaries, base salary, and extra pay within each activity for certified employees and by assignment category for non-certified employees. Caution: actual employee count is the number of employees within a given activity (i.e. employee coded as both a Maintenance Worker and a School Bus Driver will be reported twice in the District/Charter Total).

Procedure

- ✓ IBEDS State Reports - Salary Summary by District/Charter
- ✓ Includes all active employees
- ✓ Follow instructions on "Staff Salary Summary by District" screen (see below)
- ✓ School year (required i.e. 2007 = 2006-2007): **(2007)**

Note: District/Charter may use these forms as a tool to collect personnel and salary/wage staff data. This information is an integral component of the Annual Statistical Report and may drive some federal funding. Do not sent to SDE.

The screenshot shows the menu bar of the Basic Education Data System. The menu items are: Personnel Information, Supporting Tables, State Reports, Federal Reports, Accreditation Reports, Statistical Reports, Edit Reports, Funding Formula, Data Export/Import, and System Control.

The screenshot shows the "Staff Salary Summary by District Report" form. The form has the following fields and options:

- School Year: 2007
- District(s): 281 MOSCOW DISTRICT
- Untag All button
- Districts to report: ☒ LEA ☐ All
- Include Statewide Summary: ☐ Yes ☒ No ☐ Print Only a Statewide Summary
- Output: ☒ Report Only ☐ DBF File Only ☐ Report and DBF File
- # Copies to be reported: 1
- This reports staff info for each district showing the employee count, FTE, total salaries, base salary, and extra pay within each Activity for Certified and within Assignment for Noncertified. Charter schools are reported individually.
- Continue with Report button
- Exit button

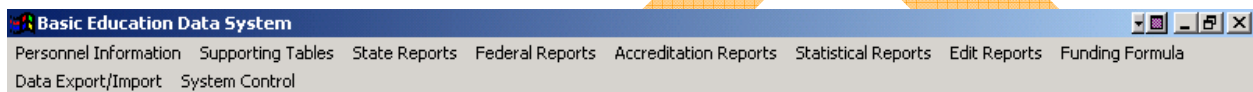
Certified / Non-certified Staff Status Reports

(optional - for District Use Only)

Procedure

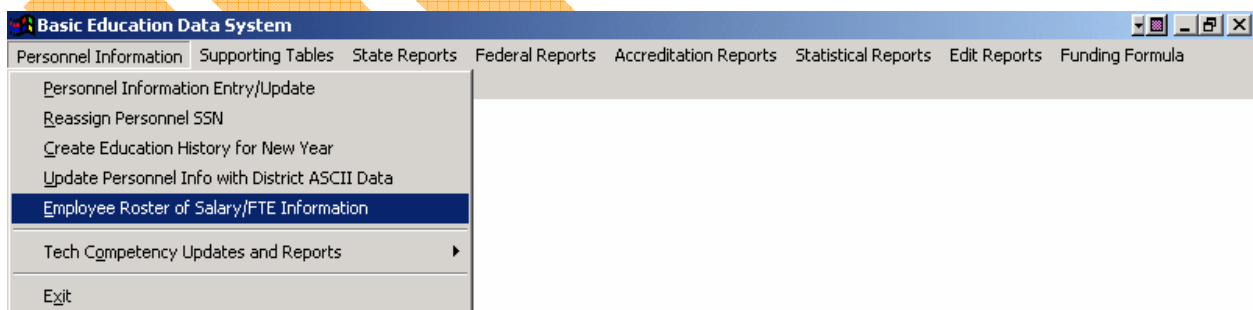
- ✓ IBEDS State Reports - Certified/Non-certified Status Report
- ✓ Follow instructions on "Certified/Non-Certified Staff Status Report screen (see below)
- ✓ School year (required i.e. 2007 = 2006-2007): **(2007)**
- ✓ Note – one page generated for all prior year active employees

Note: District/charter may use these forms as a tool to collect personnel and salary/wage staff data. Do not sent to SDE.

A screenshot of the 'Certified/Noncertified Staff Status Report' form. The form has a title bar with the same name. It contains a 'School Year' field with '2007' entered, and a 'Districts to report' section with radio buttons for 'LEA' (selected) and 'All'. Below this is a list box showing '281 MOSCOW DISTRICT'. To the right of the list box is an 'Untag All' button. At the bottom, there are two checked checkboxes: 'Report Certified Staff' and 'Report Noncertified Staff'.

Recommended Alternative – Employee Roster of Salary/FTE Information

(Drawback - This report does not include Ed History or credits but does cut-back on the use of paper)



User Printer Selection & Error Handling Options

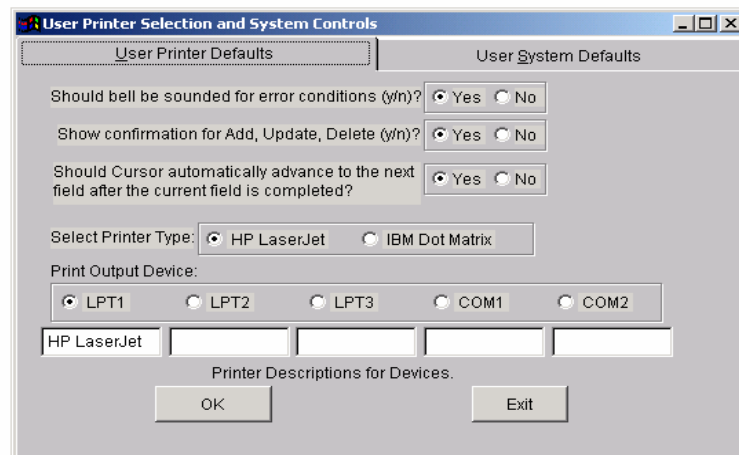
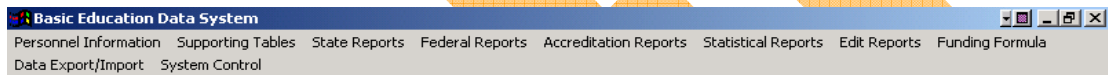
Utility Function

Optional

Purpose - To change selection of printer and output device.

Procedure

- ✓ IBEDS System Control Menu
- ✓ Follow instructions
- ✓ For technical support
 - District technology support or
 - State Department of Education



Reindex Databases

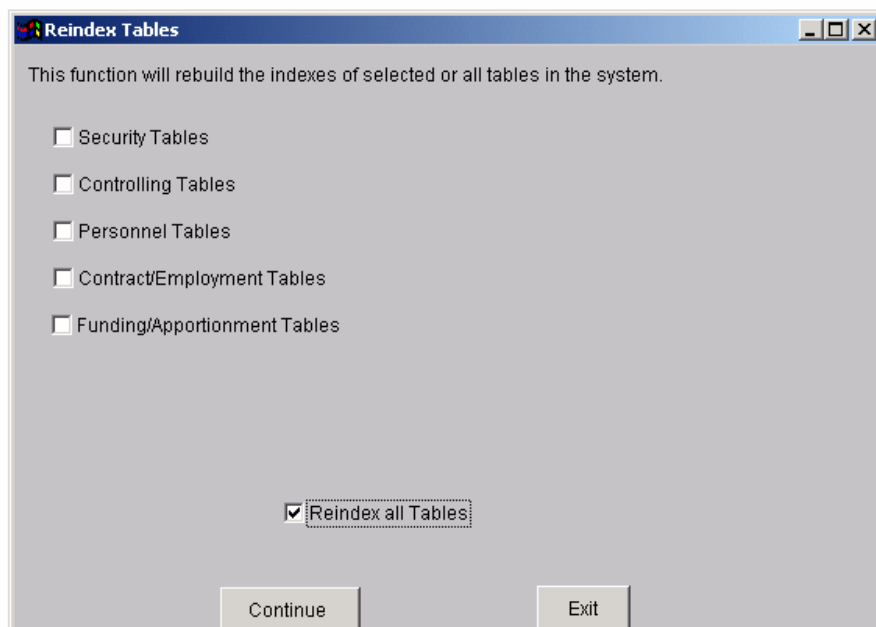
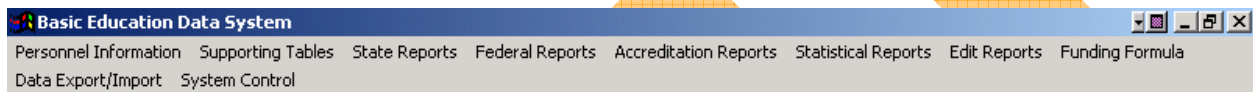
Utility Function

Optional

Purpose - To reindex the IBEDS database. It is recommended that reindexing be performed periodically to safeguard the data. Reindex prior to exporting the database to the State Department of Education.

Procedure

- ✓ IBEDS System Control Menu
- ✓ Select “Reindex Tables”
- ✓ Select Reindex all Tables



Employee Roster of Salary/FTE Information (formerly known as Unsettled Contract Report)

All Funds
Optional

To be used when contract negotiations are completed after **October 15th** and prior to **December 31st**. Make corrections in red and submit to the **State Department of Education** on or before **December 31st**.

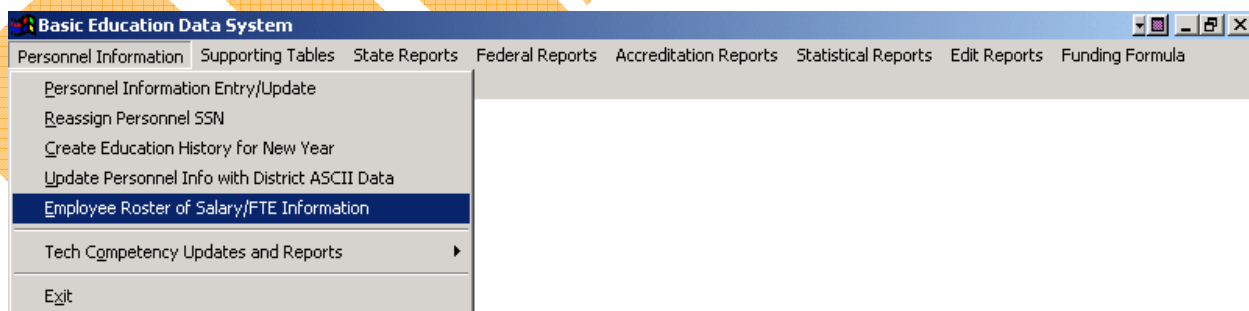
This reports the salary and wage information for Certified and Non-Certified personnel.

- ✓ Certified - includes the contract information (salary, days and FTE) and any extra pay.
- ✓ Non-Certified - includes each assignment and rate of pay.

Procedure

- ✓ IBEDS Personnel Information Menu – Employee Roster of Salary/FTE Information
- ✓ Follow instructions
- ✓ Worksheet to submit changes to salaries and wages (see sample report)
 - Make all changes in red
 - Include only those amounts “finalized” on or before December 31st
 - Must be received by the State Department of Education on or before December 31st

Note: This may also be used as a worksheet by the district to enter new contract/employment information (caution - does not include Ed History information).



□

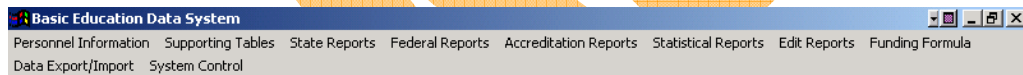
Teachers FTE by District/Charter / Building Report

All Funds
Optional

This reports the FTE and actual head count by district/charter and district/charter for the year specified. This information is categorized into Elementary and Secondary areas along with a total of each. All assignments with activity code 10 are grouped into “elementary” while assignments with activity code 11 are grouped into “secondary”.

Procedure

- ✓ IBEDS Federal Report Menu
- ✓ Select “Teachers FTE by District/Building Report” (1st item on list)
- ✓ Follow instructions
- ✓ Helpful to scrutinize data for proper distribution of teachers FTE between elementary and secondary FTE’s
 - Includes certified teaching staff only (certified pupil support staff not included)
 - Used to report pupil to teacher ratio

A screenshot of the 'Teachers FTE by District/Building Report' dialog box. The 'School Year' is set to 2007. There is a checkbox for 'Print Individual Districts on New Page'. The 'District(s):' list contains '281 MOSCOW DISTRICT' and an 'Untag All' button. Under 'Districts to report', the 'LEA' radio button is selected. Under 'Output', the 'Report Only' radio button is selected. The '# Copies to be reported:' is set to 1. A text box at the bottom explains that the report shows FTE and Actual Headcount by District and Building for the specified year, with assignments grouped by activity code (10 for Elementary, 11 for Secondary). At the bottom are 'Continue with Report' and 'Exit' buttons.

School Year: 2007 ☐ Print Individual Districts on New Page

District(s): 281 MOSCOW DISTRICT

Districts to report: ☒ LEA ☐ All

Output: ☒ Report Only ☐ DBF File Only ☐ Report and DBF File

Copies to be reported: 1

This reports the FTE and Actual Headcount by District and Building for the specified year. All assignments with Activity code 10 are grouped into Elementary while Activity code 11 are grouped into Secondary. District totals are reported for each.

EEO-5 Report and/or Create ASCII File

Optional - For District Use

This creates EEO information consisting of a head count of both certified and non-certified employees by ethnicity and gender within EEO codes. EEO codes are determined according to the assignment having the highest FTE for each employee. It is possible for each individual to be counted multiple times if they are employed in multiple schools (buildings). Information is created by school and by district and can be output to an ASCII file suitable for the EEO commission specifications.

Procedure

- ✓ IBEDS Federal Report - EEO-5 Report
- ✓ Follow instructions
- ✓ For District use in reporting EEO information

A screenshot of the 'EEO-5 Report and/or Create ASCII File' dialog box. The 'School Year' is set to 2007. The 'District(s)' list contains '281 MOSCOW DISTRICT'. There is an 'Untag All' button. The 'Limit districts reported to headcount of this or more:' is set to 100. The 'Report Building Detail' checkbox is unchecked. The 'Output' section has three radio buttons: 'Report Only' (selected), 'ASCII File Only', and 'Report and ASCII File'. The '# Copies to be reported:' is set to 1. A text box at the bottom explains: 'This reports EEO headcount information for Certified and Noncertified by Ethnicity and Gender within EEO code determined by the assignment having the highest FTE for each employee. An employee could be counted multiple times if in multiple Schools.' At the bottom are 'Continue with Report' and 'Exit' buttons.

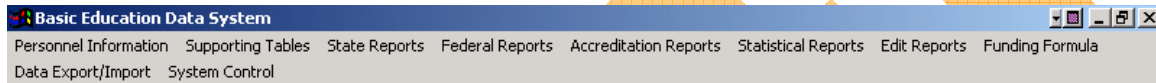
Class Overload Report

All Funds
Optional

This reports the Elementary and Secondary class load for each teacher. See sample below.

Procedure

- ✓ IBEDS Accreditation Reports Menu
- ✓ Select “Class Overload Report”
- ✓ Follow instructions
- ✓ Helpful in scrutinizing for data entry errors and identifying those assignment codes where student enrollment should not have been entered

A screenshot of the 'Class Overload Report' dialog box. The 'School Year' is set to 2007. The 'Grade Category to report' has radio buttons for 'Elementary' (selected) and 'Secondary'. A list box for 'District(s):' contains '281 MOSCOW DISTRICT' and an 'Untag All' button. Below this are input fields for 'Elementary Class load limits-K:' (23), '1:' (23), '2:' (26), '3:' (26), '4:' (32), '5:' (32), and '6:' (32). There is also a field for 'Secondary maximum average daily student load limit:' (160). The 'Output:' section has radio buttons for 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'. A field for '# Copies to be reported:' is set to 1. At the bottom, there is a text box with instructions: 'This reports the Elementary and Secondary class load for each teacher by District & Building. Assignments within Activities are reported. Secondary shows actual and Formula student load. Elementary reports the number of students.' and two buttons: 'Continue with Report' and 'Exit'.

Edit for Duplicate SSN's Report

All Funds
Optional

This reports Personnel that have different social security numbers but may possibly be the same person. Those with the same last name and same first letter of the first name are further checked by comparing birth dates. If equal, they are reported. Otherwise, personnel will be reported if they have the same last names and the first 3 letters of the first name also match.

Procedure

- ✓ IBEDS Edit Reports Menu
- ✓ Select “Edit for Duplicate SSN’s Report”
- ✓ Follow instructions
- ✓ Helpful to find staff entered under 2 separate social security numbers
- ✓ To correct:
 - ⇒ Enter data on correct social security number
 - ⇒ On incorrect record, delete all current year information from the contract, assignment, and/or non-certified staff screens
 - ⇒ Notify State Department of Education in writing to remove the incorrect social security number from the database (note - only the state has the ability to remove “personnel” records from the IBEDS system)

The screenshot shows the 'Basic Education Data System' menu bar with options: Personnel Information, Supporting Tables, State Reports, Federal Reports, Accreditation Reports, Statistical Reports, Edit Reports, Funding Formula, Data Export/Import, and System Control. Below it is the 'Edit for Duplicate SSN's Report' dialog box. It features a text field for '# Copies to be reported:' with the value '1'. Under the 'Output:' label, there are three radio button options: 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'. A paragraph of text explains the report's purpose: 'This reports personnel with different SSN's that may be the same person. Reported will be those with the same last name, birth date, and first letter of the first name. Also, same last names with same first 3 characters of first name will be reported.' At the bottom are 'Continue with Report' and 'Exit' buttons.

Basic Education Data System

Personnel Information Supporting Tables State Reports Federal Reports Accreditation Reports Statistical Reports Edit Reports Funding Formula
Data Export/Import System Control

Edit for Duplicate SSN's Report

Copies to be reported: 1

Output: ☒ Report Only
☐ DBF File Only
☐ Report and DBF File

This reports personnel with different SSN's that may be the same person. Reported will be those with the same last name, birth date, and first letter of the first name. Also, same last names with same first 3 characters of first name will be reported.

Continue with Report Exit

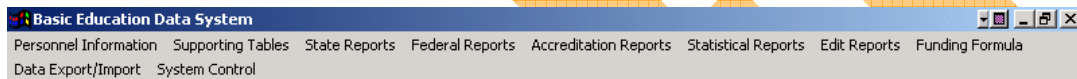
Funding Source Code Edit Report

All Funds
Optional

This reports personnel for the specified school year showing their social security number, name, building, and funding information. The funding information will include each funding code and the percentage of FTE applicable for that code.

Procedure

- ✓ IBEDS Edit Reports Menu -- Funding Source Code Edit Report
- ✓ Helpful to verify funding source coding and percentage of FTE applicable to each funding source.

A screenshot of the 'Funding Source Code Edit Report' dialog box. The 'School Year' is set to 2007. The 'District(s)' list contains '281 MOSCOW DISTRICT'. There is an 'Untag All' button. Under 'Output', the 'Report Only' radio button is selected. The '# Copies to be reported:' is set to 1. At the bottom, there are 'Continue with Report' and 'Exit' buttons. A text box at the bottom explains: 'This reports personnel showing their SSN, Name, Building, Fund code, and the percentage of FTE for each Fund code. Regular and Summer Alternative information will be provided with personnel within building for each district reported.'

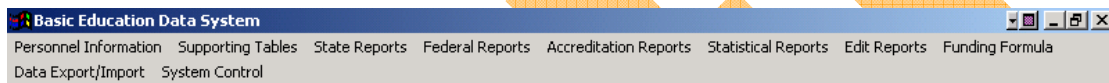
FTE Exceeding 1.00 Edit Report

All Funds
Optional

This reports personnel for the specified school year who have multiple contracts or are employed in multiple areas such as Certified and Non-Certified.

Procedure

- ✓ IBEDS Edit Reports Menu - FTE Exceeding 1.00 Edit Report
 - Only active employees are considered
 - Reports only staff with FTE exceeding 1.00 FTE
- ✓ Useful to check for data entry errors

A screenshot of the 'FTE Exceeding 1.00 Edit Report' dialog box. The 'School Year' field is set to '2007'. The '# Copies to be reported:' field is set to '1'. The 'Output' section has three radio buttons: 'Report Only' (selected), 'DBF File Only', and 'Report and DBF File'. Below the radio buttons, there is a text box containing the following text: 'This reports active personnel whose combined FTE from regular, Summer Alternative, and Noncertified exceeds 1.00 FTE. Consideration is given for employees that work in multiple districts. These will be reported if they exceed a total of 1.00 FTE.' At the bottom of the dialog box, there are two buttons: 'Continue with Report' and 'Exit'.

Personnel with more than 1 Contract Edit Report

All Funds

Optional

This reports personnel for the specified school year who have multiple contracts or are employed in multiple areas such as Certified and Non-Certified.

Procedure

- ✓ IBEDS Edit Reports Menu - Personnel with more than 1 Contract Edit Report
 - ⇒ Only active employees are considered
 - ⇒ Reports only staff with more than one contract
- ✓ Useful to verify that staff with multiple duties or contracts are entered correctly

A screenshot of the 'Personnel with more than 1 Contract Edit Report' dialog box. The 'School Year' is set to 2007. The '# Copies to be reported' is set to 1. Under the 'Output' section, the 'Report Only' radio button is selected. Below the dialog box, there is a large orange arrow pointing downwards and to the left.

Personnel with more than 1 Contract Edit Report

School Year: 2007

Copies to be reported: 1

Output:

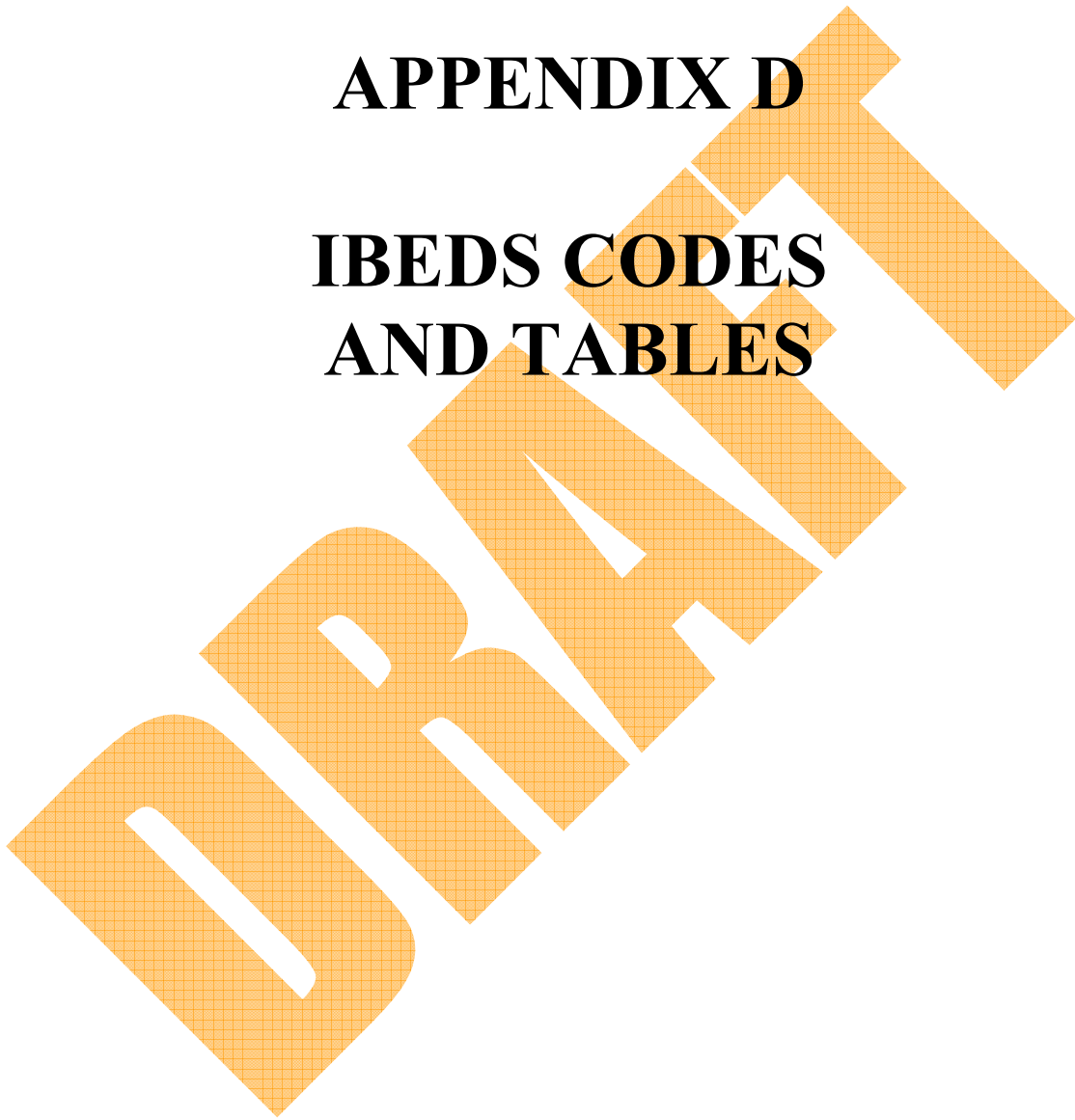
- ☒ Report Only
- ☐ DBF File Only
- ☐ Report and DBF File

This reports active personnel who have multiple contracts or are employed in multiple areas such as Certified and/or Summer Alternative and/or Noncertified. Checking for multiple contracts is only done within the district a person is found.

Continue with Report Exit

APPENDIX D

IBEDS CODES AND TABLES



00: Elementary Education



00001	Kindergarten Instructor (K)
00003	Early Childhood Education - Regular (ages 3-5 non-public)
00009	Elementary Instructor - All Subjects (1-3)
00010	Elementary Instructor - All Subjects (1-6)
00011	Language Arts - Elementary (1-5)
00012	Language Arts - Elementary (6)
00013	English as a Second Language (1-5)
00014	English as a Second Language (6)
00015	Bilingual (1-5)
00016	Bilingual (6)
00017	Reading/Study Strategy (1-5)
00018	Reading/Study Strategy (6)
00021	Spanish (1-5)
00022	Spanish (6)
00023	French (1-5)
00024	French (6)
00025	German (1-5)
00026	German (6)
00027	Native American Language (1-5)
00028	Native American Language (6)
00031	Music (1-5)
00032	Music (6)
00035	Arts and/or Crafts (1-5)
00036	Arts and/or Crafts (6)
00037	Visual Arts (1-5)
00038	Visual Arts (6)
00041	Mathematics (1-5)
00042	Mathematics (6)
00045	Computer Applications (1-5)
00046	Computer Applications (6)
00051	Physical Education (1-5)
00052	Physical Education (6)
00055	Health - Elementary (1-5)
00056	Health - Elementary (6)
00061	General Science (1-5)
00062	General Science (6)
00063	Social Studies (1-5)
00064	Social Studies (6)
00065	Environmental Science (1-5)
00066	Environmental Science (6)
00070	Title I - All Subjects (K-6)
00071	Title I - Reading (1-5)
00072	Title I - Reading (6)
00073	Title I - Early Childhood (ages 3-5)
00075	Title I - Math (1-5)
00076	Title I - Math (6)
00077	Title I - LEP (1-5)
00078	Title I - LEP (6)
00080	Special Ed - Elementary Instruction (K-6)
00083	Early Childhood Education - Special Education (P)
00085	Visual Impaired Instructor – Special Education (K-6)
00086	Hearing Impaired Instructor – Special Education (K-6)
00086	Consulting Teacher – Special Education (K-6)
00098	Professional/Technical Instruction (6)
00102	Advisory/School Orientation (5-6)
00850	Teacher Preparation Period (5-6)

01: English Language and Literature

01001	English/Language Arts I-9 th Grade	51001	English (7-8)
01002	English/Language Arts II-10 th Grade	51002	English (7-8)
01003	English/Language Arts III-11 th Grade	51003	Language Arts (7-8)
01004	English/Language Arts IV-12 th Grade	51004	Language Arts (7-8)
01005	AP English Language and Composition (11-12)		
01006	AP English Literature and Composition (11-12)		
01007	IB Language A (English) (11-12)		
01008	English as a Second Language (ESL) (9-12)	51008	English as a Second Language (7-8)
01009	Language Arts Laboratory (9-12)		
01019	Bilingual (9-12)	51019	Bilingual (7-8)
01047	Title I – Resource Teacher (9-12)	51047	Title I – Resource Teacher (7-8)
01048	Title I – Reading (9-12)	51048	Title I – Reading (7-8)
01049	Title I – Language Arts (9-12)	51049	Title I – Language Arts (7-8)
01051	English/Literature (9-10)	51051	English/Literature (7-8)
01052	English/Literature (11-12)		
01053	Literature (9-12)	51053	Literature (7-8)
01054	American Literature (9-12)		
01055	American Literature/History (9-12)		
01056	British Literature (9-12)		
01057	British Literature/History (9-12)		
01058	World Literature (9-12)		
01059	Biblical Literature (9-12)		
01060	Literature of an Author (9-12)		
01061	Literature of a Genre (9-12)		
01062	Literature of a Period (9-12)		
01063	Literature of a Place (9-12)		
01064	Literature of a People (9-12)		
01065	Literature of a Theme (9-12)		
01066	Strategic Reading (9-12)	51066	Strategic Reading (7-8)
01067	Assisted Reading (9-12)	51067	Assisted Reading (7-8)
01068	Corrective Reading (9-12)	51068	Corrective Reading (7-8)
01097	Literature – Independent Study (9-12)		
01098	Literature – Workplace Experience (9-12)		
01099	Native American Literature (9-12)	51099	Native American Literature (7-8)
01101	English/Composition (9-10)		
01102	English/Composition (11-12)		
01053	Literature (9-12)	51103	Composition (7-8)
01104	Creative Writing (9-12)	51104	Creative Writing (7-8)
01105	Research/Technical Writing (9-12)	51105	Research/Technical Writing (7-8)
01147	Composition – Independent Study (9-12)		
01148	Composition – Workplace Experience (9-12)		
01149	Composition - Other (9-12)		
01151	Public Speaking (9-12)		
01152	Forensics - Inclusive (9-12)		
01153	Forensics - Debate (9-12)		
01154	Forensics - Individual Event (9-12)		
01155	Communications (9-12)		
01156	Applied English and Communications (9-12)		
01197	Speech – Independent Study (9-12)		
01198	Speech – Workplace Experience (9-12)		
01199	English Language and Literature - Other (9-12)		
01201	English Morphology and Grammar (9-12)		
01202	History of English Language (9-12)		
01203	English – SAT Preparation (9-12)		
01992	English Proficiency Development (9-12)		

Numerical List of Assignment Codes and Titles

01995	English Language and Literature - Aide (9-12)	
01996	English Language/Literature – Special Ed (9-12)	51996 English Language/Lit – Spec Ed (7-8)
01997	English Language/Literature – Ind Study (9-12)	
01998	English Language/Literature - Work Experience (9-12)	
01999	English Language/Literature - Other (9-12)	

02: Mathematics

02001	Informal Mathematics (9-12)	52001 Informal Mathematics (7-8)
02002	General Mathematics (9-12)	52002 General Mathematics (7-8)
02003	Particular Topics in Foundation Mathematics (9-12)	
02046	Foundation Math – Special Education (9-12)	52046 Foundation Math – Spec Ed (7-8)
02047	Foundation Math – Independent Study (9-12)	
02049	Title I – Math (9-12)	52049 Title I – Math (7-8)
02051	Pre-Algebra (9-12)	52051 Pre-Algebra (7-8)
02052	Algebra I (9-12)	52052 Algebra I (7-8)
02053	Algebra I - Part 1 (9-12)	
02054	Algebra I - Part 2 (9-12)	
02055	Pre-Algebra II (9-12)	52055 Pre-Algebra II (7-8)
02056	Algebra II (9-12)	
02057	Algebra III (9-12)	
02058	Particular Topics in Algebra (9-12)	
02061	Integrated Math – multi-year equivalent (9-12)	
02069	Algebra - Other (9-12)	
02071	Informal Geometry (9-12)	52071 Informal Geometry (7-8)
02072	Geometry (9-12)	52072 Geometry (7-8)
02073	Analytic Geometry (9-12)	
02074	Principles of Algebra and Geometry (9-12)	52074 Principles of Algebra/Geometry (7-8)
02075	Particular Topics in Geometry (9-12)	
02079	Geometry - Other (9-12)	
02101	Number Theory (9-12)	
02102	Discrete Mathematics (9-12)	
02103	Trigonometry (9-12)	
02104	Math Analysis (9-12)	
02105	Trigonometry/Math Analysis (9-12)	
02106	Algebra II/Trigonometry (9-12)	
02107	Trigonometry/Analytic Geometry (9-12)	
02108	Analytic Geometry/Math Analysis (9-12)	
02109	Elementary Functions (9-12)	52109 Elementary Functions (7-8)
02110	Pre-Calculus (9-12)	
02111	Linear Algebra (9-12)	
02112	Linear Programming (9-12)	
02113	Abstract Algebra - Pre-Calculus level (9-12)	
02121	Calculus (9-12)	
02122	Multivariate Calculus (9-12)	
02123	Differential Calculus (9-12)	
02124	AP Calculus AB (11-12)	
02125	AP Calculus BC (11-12)	
02126	Particular Topics in Calculus (9-12)	
02131	IB Mathematical Studies (11-12)	
02132	IB Mathematics (11-12)	
02133	IB Mathematics and Computing - SL (11-12)	
02134	IB Further Mathematics – SL (1-12)	
02141	Particular Topics in Analytic Mathematics (9-12)	
02149	Pure Mathematics - Other (9-12)	
02151	General Applied Mathematics (9-12)	52151 General Applied Mathematics (7-8)
02152	Occupationally Applied Mathematics (9-12)	
02153	Technical Mathematics (9-12)	

02154 Business Math (9-12)
02155 Business Math with Algebra (9-12)
02156 Computer Math with Algebra (9-12)
02157 Consumer Math (9-12)
02158 Particular Topics in Applied Math (9-12)
02201 Probability and Statistics (9-12)
02202 Inferential Probability and Statistics (9-12)
02203 AP Statistics (11-12)
02204 Particular Topics in Probability and Statistics (9-12)
02207 Probability and Statistics – Independent Study (9-12)
02209 Probability and Statistics - Other (9-12)
02991 History of Math (9-12)
02993 Mathematics – Test Preparation (9-12)
02994 Mathematics Proficiency Development (9-12)
02995 Mathematics - Aide (9-12)
02997 Mathematics – Independent Study (9-12)
02998 Mathematics – Work Experience (9-12)
02999 Mathematics - Other (9-12)

03001 Earth Science (9-12)
03002 Geology (9-12)
03003 Environmental Science (9-12)
03004 Astronomy (9-12)
03005 Marine Science (9-12)
03006 AP Environmental Science (11-12)
03007 Meteorology (9-12)
03008 Physical Geology (9-12)
03009 Earth and Space Science (9-12)
03047 Earth Science – Independent Study (9-12)
03048 Earth Science – Work Experience (9-12)
03049 Earth Science - Other (9-12)
03051 Biology (9-12)
03052 Biology - Advanced Studies (9-12)
03053 Anatomy and Physiology (9-12)
03054 Anatomy (9-12)
03055 Physiology (9-12)
03056 AP Biology (11-12)
03057 IB Biology (11-12)
03058 Botany (9-12)
03059 Genetics (9-12)
03060 Microbiology (9-12)
03061 Zoology (9-12)
03062 Conceptual Biology (9-12)
03063 Particular Topics in Biology (9-12)
03097 Biology – Independent Study (9-12)
03098 Biology – Work Experience (9-12)
03099 Biology - Other (9-12)
03101 Chemistry (9-12)
03102 Chemistry - Advanced Studies (9-12)
03103 Organic Chemistry (9-12)
03104 Physical Chemistry (9-12)
03105 Conceptual Chemistry (9-12)
03106 AP Chemistry (11-12)
03107 IB Chemistry (11-12)
03108 Particular Topics in Chemistry (9-12)
03147 Chemistry – Independent Study (9-12)

53003 Environmental Science (7-8)

53051 Biology (7-8)

53101 Chemistry (7-8)

Numerical List of Assignment Codes and Titles

03148	Chemistry – Work Experience (9-12)	
03149	Chemistry – Other (9-12)	
03151	Physics (9-12)	53151 Physics (7-8)
03155	AP Physics B (11-12)	
03156	AP Physics C (11-12)	
03157	IB Physics (11-12)	
03159	Physical Science (9-12)	53159 Physical Science (7-8)
03160	IB Physical Science (11-12)	
03161	Conceptual Physics (9-12)	
03197	Physics – Independent Study (9-12)	
03198	Physics – Work Experience (9-12)	
03199	Physics - Other (9-12)	
03201	Integrated Science. (9-12)	
03202	Unified Science (9-12)	
03203	Applied Biology/Chemistry (9-12)	
03204	Science Technology/Engineering (9-12)	
03205	Origins of Science (9-12)	
03206	IB Design Technology (11-12)	
03207	AP Environmental Science (11-12)	
03208	Aerospace (9-12)	
03209	Science, Technology, and Society (9-12)	
03210	Technical Science (9-12)	
03211	Scientific Research and Design (9-12)	
03995	Life and Physical Science Aide (9-12)	
03996	Life and Physical Science – Sp Ed (9-12)	53996 Life/Physical – Spec Ed (7-8)
03997	Life and Physical Science – Independent Study (9-12)	
03998	Life and Physical Science – Work Experience (9-12)	
03999	Life and Physical Science - Other (9-12)	53999 Life/Physical Science (7-8)

04: Social Sciences and History

04001	World Geography (9-12)	54001 World Geography (7-8)
04002	Particular Topics in Geography (9-12)	
04003	IB Geography (11-12)	
04004	AP Human Geography (11-12)	
04047	Geography – Independent Study (9-12)	
04048	Geography – Work Experience (9-12)	
04049	Geography - Other (9-12)	54049 Geography - Other (7-8)
04051	World History - Overview (9-12)	54051 World History - Overview (7-8)
04052	World History and Geography (9-12)	54052 World History/Geography (7-8)
04053	Modern World History (9-12)	
04054	IB History (11-12)	
04055	Modern European History (9-12)	
04056	AP European History (11-12)	
04057	AP World History (11-12)	
04058	Ancient Civilizations (9-12)	
04059	Medieval European History (9-12)	
04060	Ancient and Medieval History (9-12)	
04061	World Area Studies (9-12)	
04062	World People Studies (9-12)	
04063	Western Civilization (9-12)	
04064	Contemporary World Issues (9-12)	
04065	Particular Topics in World History (9-12)	
04066	IB Islamic History (11-12)	
04097	World History – Independent Studies (9-12)	
04098	World History – Work Experience (9-12)	
04099	World History - Other (9-12)	
04101	U.S. History - Comprehensive (9-12)	54101 U.S. History - Comprehensive (7-8)

Numerical List of Assignment Codes and Titles

04102	Early U.S. History (9-12)	
04103	Modern U.S. History (9-12)	
04104	AP U.S. History (11-12)	
04105	Idaho (State) Specific Studies (9-12)	
04106	Contemporary U.S. Studies (9-12)	
04107	U.S. Ethnic Studies (9-12)	
04108	U.S. Gender Studies (9-12)	
04109	Particular Topics in U.S. History (9-12)	
04110	Native American Studies (9-12)	54110 Native American Studies (7-8)
04111	Native American History (9-12)	54111 Native American History (7-8)
04147	U.S. History – Independent Study (9-12)	
04148	U.S. History – Work Experience (9-12)	
04149	U.S. History - Other (9-12)	
04151	U.S. Government - Comprehensive (9-12)	
04152	Particular Topics in U.S. Government (9-12)	
04153	Political Science (9-12)	
04154	Comparative Government (9-12)	
04155	International Relations (9-12)	
04156	United States and World Affairs (9-12)	
04157	AP U.S. Government and Politics (11-12)	
04158	AP Comparative Government and Politics (11-12)	
04159	AP Government (11-12)	
04160	Problems of Democracy (9-12)	
04161	Civics (9-12)	
04162	Law Studies (9-12)	
04163	Consumer Law (9-12)	
04164	Business Law (9-12)	
04165	Legal Systems (9-12)	
04166	Particular Topics in Law (9-12)	
04197	Government, Politics and Law – Independent Study (9-12)	
04198	Government, Politics and Law – Work Experience (9-12)	
04199	U.S. Government, Politics and Law - Other (9-12)	
04201	Economics (9-12)	
04202	Comparative Economics (9-12)	
04203	AP Microeconomics (11-12)	
04204	AP Macroeconomics (11-12)	
04205	AP Economics (11-12)	
04206	IB Economics (11-12)	
04207	Particular Topics in Economics (9-12)	
04247	Economics – Independent Study (9-12)	
04248	Economics – Work Experience (9-12)	
04249	Economics - Other (9-12)	
04251	Anthropology (9-12)	
04252	Particular Topics in Anthropology (9-12)	
04253	IB Social Anthropology (11-12)	
04254	Psychology (9-12)	
04255	Particular Topics in Psychology (9-12)	
04256	AP Psychology (11-12)	
04257	IB Psychology (11-12)	
04258	Sociology (9-12)	
04259	Particular Topics in Sociology (9-12)	
04260	Social Science (9-12)	54260 Social Science (7-8)
04261	Social Science Research (9-12)	
04262	IB Organizational Studies (11-12)	
04297	Social Science - Independent Study (9-12)	
04298	Social Science – Work Experience (9-12)	
04299	Social Science - Other (9-12)	
04301	Humanities Survey (9-12)	

Numerical List of Assignment Codes and Titles

04302	Humanities (9-12)	
04303	Issues of Western Humanities (9-12)	
04304	IB Theory of Knowledge (11-12)	
04305	Social Studies (9-12)	54305 Social Studies (7-8)
04306	Philosophy (9-12)	
04307	Topics in Philosophy (9-12)	
04308	Modern Intellectual History (9-12)	
04309	IB Philosophy (11-12)	
04310	Particular Topics in Humanities (9-12)	54310 Particular Topics in Humanities (7-8)
04347	Humanities – Independent Studies (9-12)	
04348	Humanities – Work Experience (9-12)	
04349	Humanities - Other (9-12)	
04994	Social Science/History – Proficiency Development (9-12)	
04995	Social Science/History - Aide (9-12)	
04996	Social Science/History – Special Education (9-12)	54996 Social Science/History–Spec Ed (7-8)
04997	Social Science/History – Independent Study (9-12)	
04998	Social Science/History – Work Experience (9-12)	
04999	Social Science/History - Other (9-12)	

05: Fine and Performing Arts

05001	Dance Technique (9-12)	55001 Dance Technique (7-8)
05002	Dance Repertory (9-12)	
05003	Expressive Movement (9-12)	
05004	Dance Appreciation (9-12)	
05005	Choreography (9-12)	
05047	Dance - Independent Study (9-12)	
05048	Dance – Workplace Experience (9-12)	
05049	Dance - Other (9-12)	
05051	Introduction to the Theater (9-12)	55051 Introduction to the Theater (7-8)
05052	Theatre Arts (9-12)	
05053	Drama/Stagecraft - Comprehensive (9-12)	
05054	Exploration in Drama (9-12)	
05055	Drama - Acting/Performance (9-12)	55055 Drama - Acting/Performance (7-8)
05056	Drama - Stagecraft (9-12)	
05057	Directing (9-12)	
05058	Playwriting (9-12)	
05059	History and Literature of the Theater (9-12)	
05097	Drama/Stagecraft - Independent Study (9-12)	
05098	Drama – Work Experience (9-12)	
05099	Drama - Other (9-12)	
05101	General Band (9-12)	55101 General Band (7-8)
05102	Concert/Marching Band (9-12)	
05103	Concert Band (9-12)	
05104	Marching Band (9-12)	
05105	Orchestra (9-12)	
05106	Contemporary Band (9-12)	
05107	Instrumental Ensembles (9-12)	
05108	Piano (9-12)	
05109	Guitar (9-12)	
05110	Instrumental Music - Individual Technique (9-12)	
05111	Chorus (9-12)	55111 Chorus (7-8)
05112	Vocal Ensemble (9-12)	
05113	Individual Technique - Vocal Music (9-12)	
05114	Music Theory (9-12)	
05115	AP Music Theory (11-12)	
05116	IB Music (11-12)	

Numerical List of Assignment Codes and Titles

05117	Music History/Appreciation (9-12)	
05118	Music History (9-12)	
05119	Music Appreciation (9-12)	55119 Music Appreciation (7-8)
05120	Composition/Songwriting (9-12)	
05146	Music – Special Education (9-12)	55146 Music – Special Education (7-8)
05147	Music - Independent Study (9-12)	
05148	Music – Work Experience (9-12)	
05149	Music - Other (9-12)	
05151	Art Appreciation (9-12)	55151 Art Appreciation (7-8)
05152	Art History (9-12)	
05153	AP Art - History of Art (11-12)	
05154	Creative Art - Comprehensive (9-12)	55154 Creative Art - Comprehensive (7-8)
05155	Creative Art - Drawing/Painting (9-12)	
05156	Creative Art – Drawing (9-12)	
05157	Creative Art – Painting (9-12)	
05158	Creative Art - Sculpture (9-12)	
05159	Ceramics/Pottery (9-12)	
05160	Printmaking/Graphics (9-12)	
05161	Printmaking (9-12)	
05162	Graphic Design (9-12)	
05163	Advertising Design (9-12)	
05164	Textiles (9-12)	
05165	Crafts (9-12)	55165 Crafts (7-8)
05166	Jewelry (9-12)	
05167	Photography (9-12)	
05168	Film/Videotape (9-12)	
05169	Computer-Assisted Art (9-12)	
05170	Art Portfolio (9-12)	
05171	AP Studio Art – General Portfolio (11-12)	
05172	AP Studio Art - Drawing Portfolio (11-12)	
05173	IB Art/Design (11-12)	
05197	Visual Art - Independent Study (9-12)	
05198	Visual Arts – Work Experience (9-12)	
05199	Visual Arts - Other (9-12)	
05201	Integrated Fine Arts (9-12)	
05295	Fine and Performing Arts - Aide (9-12)	
05296	Fine and Performing Arts – Special Education (9-12)	55296 Fine/Performing Arts – Spec Ed (7-8)
05297	Fine and Performing Art - Independent Study (9-12)	
05298	Fine and Performing Art – Work Experience (9-12)	
05299	Fine and Performing Arts - Other (9-12)	

06: Foreign Language and Literature

06101	Spanish I (9-12)	56101 Spanish (7-8)
06102	Spanish II (9-12)	
06103	Spanish III (9-12)	
06104	Spanish IV (9-12)	
06105	Spanish V (9-12)	
06106	Spanish for Native Spanish Speakers (9-12)	56106 Spanish/Native Spanish Speakers (7-8)
06107	Spanish Field Experience (9-12)	
06108	Spanish Conversation and Culture (9-12)	
06109	Spanish Literature (9-12)	
06110	IB Language A (non-English) - Spanish (11-12)	
06111	IB Language B - Spanish (11-12)	
06112	AP Spanish Language (11-12)	
06113	AP Spanish Literature (11-12)	
06121	French I (9-12)	56121 French (7-8)

Numerical List of Assignment Codes and Titles

06122	French II (9-12)	
06123	French III (9-12)	
06124	French IV (9-12)	
06125	French V (9-12)	
06126	French for Native Speakers (9-12)	
06127	French Field Experience (9-12)	
06128	French Conversation and Culture (9-12)	
06129	French Literature (9-12)	
06130	IB Language A (non-English) - French (11-12)	
06131	IB Language B - French (9-12)	
06132	AP French Language (11-12)	
06133	AP French Literature (11-12)	
06139	French – Other (9-12)	
06141	Italian (9-12)	56141 Italian (7-8)
06161	Portuguese (9-12)	
06181	Romance/Italic Language (9-12)	
06201	German I (9-12)	56201 German (7-8)
06202	German II (9-12)	
06203	German III (9-12)	
06212	AP German Language (11-12)	
06241	Germanic Language (9-12)	
06261	Celtic Language I (9-12)	
06281	Greek (9-12)	
06301	Latin (9-12)	
06401	Chinese (9-12)	
06421	Japanese (9-12)	
06441	Korean (9-12)	
06481	East Asian Language I (9-12)	
06501	Vietnamese (9-12)	
06521	Filipino (9-12)	
06581	Southeast Asian (9-12)	
06601	Russian (9-12)	
06641	Balto-Slavic Language I (9-12)	
06661	Turkic/Ural-Altaic Language (9-12)	
06681	Iranian/Persian Language (9-12)	
06701	Hebrew (9-12)	
06721	Arabic (9-12)	
06761	Swahili (9-12)	
06771	Non-Semitic African Language (9-12)	
06801	American Sign Language I (9-12)	56801 American Sign Language (7-8)
06821	American Indian Language (9-12)	56821 American Indian Language (7-8)
06826	American Indian Language for Native Speakers (9-12)	56826 American Indian/Native Speakers (7-8)
06827	American Indian Language Field Experience (9-12)	
06828	American Indian Language Conversation and Culture (9-12)	
06829	American Indian Language Literature (9-12)	
06981	Foreign Language (9-12)	
06986	Foreign Language for Native Speakers (9-12)	
06987	Foreign Language Field Experience (9-12)	
06988	Foreign Language Conversation and Culture (9-12)	
06989	Foreign Language Literature (9-12)	

07: Religious Education and Theology

07001	Religious Foundation (9-12)	57001	Religious Foundation (7-8)
-------	-----------------------------	-------	----------------------------

08: Physical, Health, and Safety Education

08001	Physical Education (9-12)	58001	Physical Education (7-8)
-------	---------------------------	-------	--------------------------

Numerical List of Assignment Codes and Titles

08002	Team Sports (9-12)		
08003	Individual/Dual Sports (9-12)		
08004	Recreational Sports (9-12)		
08005	Fitness/Conditioning Activities (9-12)		
08006	Drill Team/Corps Movement (9-12)	58006	Drill Team/Corps Movement (7-8)
08007	Adapted Physical Education (9-12)	58007	Adapted Physical Education (7-8)
08008	Gymnastics (9-12)		
08009	Weight Training (9-12)		
08010	Aquatics/Water Sports (9-12)		
08011	Tennis (9-12)		
08012	Self-defense (9-12)		
08013	Specific Sports Activities (9-12)		
08014	Physical Education Equivalent (9-12)		
08015	Off-Campus Sports (9-12)		
08016	Lifetime Fitness Education (9-12)		
08017	Sports Physiology (9-12)		
08046	Physical Education - Special Education (9-12)	58046	Physical Education - Spec Ed (7-8)
08047	Physical Education – Independent Study (9-12)		
08048	Physical Education - Work Experience (9-12)		
08049	Physical Education – Other (9-12)		
08051	Health Education (9-12)	58051	Health Education (7-8)
08052	Health and Fitness (9-12)		
08053	Community Health (9-12)		
08054	Special Needs Health (9-12)		
08055	Safety and First Aid (9-12)		
08056	Health for Parenting Teens (9-12)		
08057	Health and Life Management (9-12)		
08058	Substance Abuse Prevention (9-12)	58058	Substance Abuse Prevention (7-8)
08096	Health Education – Special Education (9-12)	58096	Health Education – Spec Ed (7-8)
08097	Health Education – Independent Study (9-12)		
08098	Health Education – Work Experience (9-12)		
08099	Health Education – Other (9-12)		
08151	Drivers' Education – Classroom Only (9-12)		
08152	Drivers' Education – Classroom and Laboratory (9-12)		

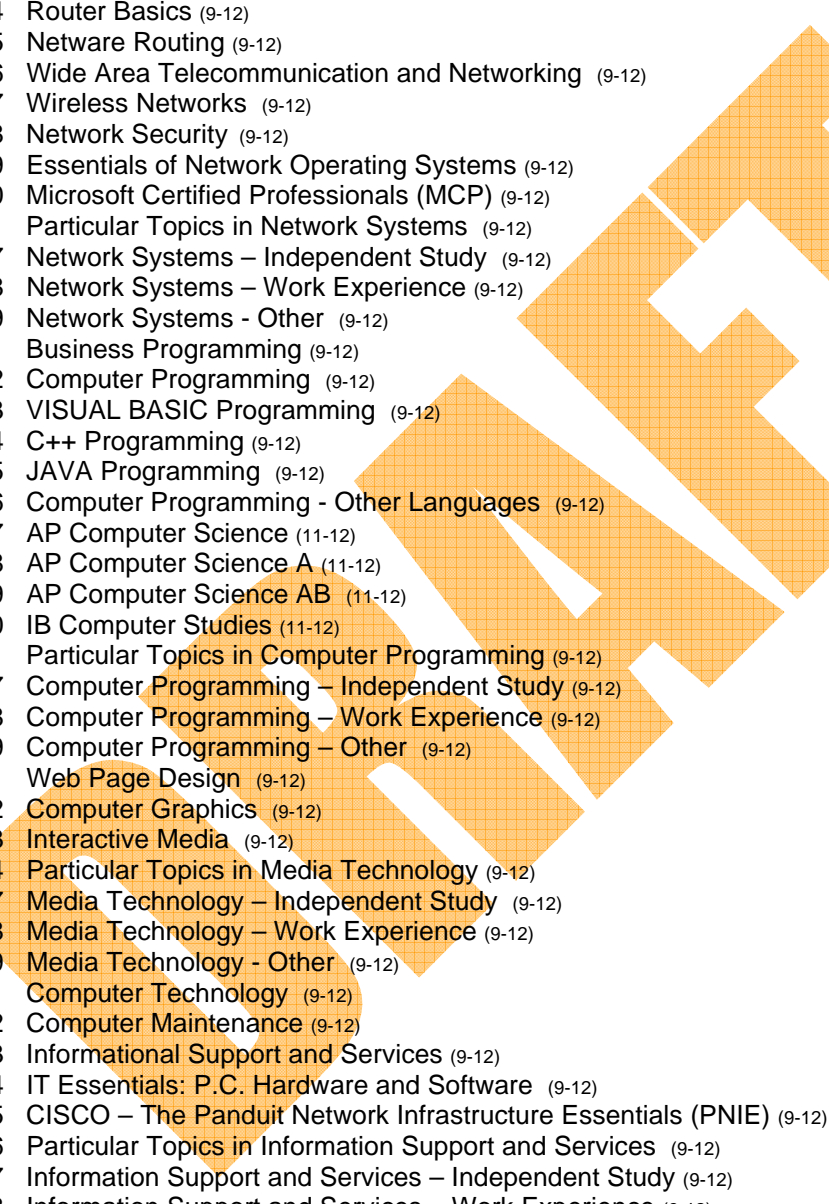
09: Military Science

09002	Military Junior ROTC (9-12)	59002	Military Junior ROTC (7-8)
-------	-----------------------------	-------	----------------------------

10: Computer and Informational Sciences

10001	Introduction to Computers (9-12)	60001	Introduction to Computers (7-8)
10002	Computer Systems (9-12)	60002	Computer Systems (7-8)
10003	Computer and Information Technology (9-12)	60003	Computer/Information Tech (7-8)
10004	Computer Applications (9-12)	60004	Computer Applications (7-8)
10005	Business Computer Applications (9-12)	60005	Business Computer Applications (7-8)
10007	IB Information Technology in a Global Society (11-12)		
10008	Particular Topics in Computer Literacy (9-12)		
10046	Computer Literacy – Special Education (9-12)	60046	Computer Literacy – Spec Ed (7-8)
10047	Computer Literacy – Independent Study (9-12)		
10048	Computer Literacy – Work Experience (9-12)		
10049	Computer Literacy - Other (9-12)		
10051	Information Management (9-12)	60051	Information Management (7-8)
10052	Database Management and Data Warehousing (9-12)		
10053	Database Applications (9-12)		
10054	Data Systems/Processing (9-12)		

Numerical List of Assignment Codes and Titles



10055	Particular Topics in Management Systems (9-12)
10096	Management Information Systems – Special Education (9-12)
10097	Management Information Systems – Independent Study (9-12)
10098	Management Information Systems – Workplace Experience (9-12)
10099	Management Information Systems - Other (9-12)
10101	Network Technology (9-12)
10102	Network Systems (9-12)
10103	Area Network Design and Protocol (9-12)
10104	Router Basics (9-12)
10105	Netware Routing (9-12)
10106	Wide Area Telecommunication and Networking (9-12)
10107	Wireless Networks (9-12)
10108	Network Security (9-12)
10109	Essentials of Network Operating Systems (9-12)
10110	Microsoft Certified Professionals (MCP) (9-12)
10111	Particular Topics in Network Systems (9-12)
10147	Network Systems – Independent Study (9-12)
10148	Network Systems – Work Experience (9-12)
10149	Network Systems - Other (9-12)
10151	Business Programming (9-12)
10152	Computer Programming (9-12)
10153	VISUAL BASIC Programming (9-12)
10154	C++ Programming (9-12)
10155	JAVA Programming (9-12)
10156	Computer Programming - Other Languages (9-12)
10157	AP Computer Science (11-12)
10158	AP Computer Science A (11-12)
10159	AP Computer Science AB (11-12)
10160	IB Computer Studies (11-12)
10161	Particular Topics in Computer Programming (9-12)
10197	Computer Programming – Independent Study (9-12)
10198	Computer Programming – Work Experience (9-12)
10199	Computer Programming – Other (9-12)
10201	Web Page Design (9-12)
10202	Computer Graphics (9-12)
10203	Interactive Media (9-12)
10204	Particular Topics in Media Technology (9-12)
10247	Media Technology – Independent Study (9-12)
10248	Media Technology – Work Experience (9-12)
10249	Media Technology - Other (9-12)
10251	Computer Technology (9-12)
10252	Computer Maintenance (9-12)
10253	Informational Support and Services (9-12)
10254	IT Essentials: P.C. Hardware and Software (9-12)
10255	CISCO – The Panduit Network Infrastructure Essentials (PNIE) (9-12)
10256	Particular Topics in Information Support and Services (9-12)
10297	Information Support and Services – Independent Study (9-12)
10298	Information Support and Services – Work Experience (9-12)
10299	Information Support and Services - Other (9-12)
10995	Computer and Information Sciences - Aide (9-12)
10997	Information Support and Services – Independent Study (9-12)
10998	Information Support and Services – Work Experience (9-12)
10999	Information Support and Services - Other (9-12)

11: Communications and Audio/Visual Technology

11001	Introduction to Communication (9-12)	61001	Introduction to Communication (7-8)
11002	Communication Technology (9-12)		

Numerical List of Assignment Codes and Titles

11003	Telecommunications (9-12)	
11004	Particular Topics in Communication (9-12)	
11047	Communication – Independent Study (9-12)	
11048	Communication – Work Experience (9-12)	
11049	Communication – Other (9-12)	
11051	Audio and Visual Production (9-12)	61051 Audio and Visual Production (97-8)
11052	Commercial Photography (9-12)	
11053	Photographic Laboratory and Darkroom (9-12)	
11054	Photo Imaging (9-12)	
11055	Video (9-12)	
11056	Particular Topics in Audio/Visual Technology and Film (9-12)	
11097	Audio/Visual Technology and Film – Independent Study (9-12)	
11098	Audio/Visual Technology and Film – Work Experience (9-12)	
11099	Audio/Visual Technology and Film – Other (9-12)	
11101	Journalism (9-12)	61101 Journalism (7-8)
11102	Photojournalism (9-12)	
11103	Broadcasting Technology (9-12)	
11104	Publication Production (9-12)	
11105	Particular Topics in Journalism and Broadcasting (9-12)	
11147	Journalism and Broadcasting – Independent Study (9-12)	
11148	Journalism and Broadcasting – Work Experience (9-12)	
11149	Journalism and Broadcasting – Other (9-12)	
11151	Digital Media Technology (9-12)	61151 Digital Media Technology (7-8)
11152	Desktop Publishing (9-12)	
11153	Digital Media Design and Production (9-12)	
11154	Commercial Graphic Design (9-12)	
11155	Graphic Technology (9-12)	
11156	Photography and Printing Technology (9-12)	
11157	Photoengraving (9-12)	
11158	Print Press Operations (9-12)	
11159	Particular Topics in Printing Technology (9-12)	
11197	Printing Technology – Independent Study (9-12)	
11198	Printing Technology – Work Experience (9-12)	
11199	Printing Technology – Other (9-12)	
11995	Communication and Audio/Visual Technology – Aide (9-12)	
11996	Communication/Audio/Visual Tech – Special Ed (9-12)	61996 Comm AVT – Special Ed (7-8)
11997	Communication and Audio/Visual Technology – Indep Study (9-12)	
11998	Communication and Audio/Visual Technology - Work Exper (9-12)	
11999	Communication and Audio/Visual Technology - Other (9-12)	

12: Business and Marketing

12001	Business/Office Career Exploration (9-12)	62001 Business/Office Exploration (7-8)
12002	Office Procedures - Comprehensive (9-12)	62002 Office Procedures (7-8)
12003	Office and Administrative Technologies (9-12)	
12004	Office Services (9-12)	
12005	Keyboarding (9-12)	62005 Keyboarding (7-8)
12006	Word Processing (9-12)	
12007	Recordkeeping (9-12)	
12008	Particular Topics in Administration (9-12)	
12009	Business Communications (9-12)	
12047	Administration – Independent Study (9-12)	
12048	Administration – Work Experience (9-12)	
12049	Administration – Other (9-12)	
12051	Introductory Business (9-12)	
12052	Business Management (9-12)	
12053	Entrepreneurship (9-12)	

Numerical List of Assignment Codes and Titles

12054	Business Law (9-12)	
12055	Business Principals and Management (9-12)	
12056	International Business and Marketing (9-12)	
12057	Human Resource and Labor Relations (9-12)	
12058	Human Resource Management (9-12)	
12097	Management – Independent Study (9-12)	
12098	Management – Work Experience (9-12)	
12099	Management - Other	
12101	Banking & Finance (9-12)	
12102	Banking (9-12)	
12103	Finance (9-12)	
12104	Accounting (9-12)	
12105	Business Economics (9-12)	
12106	Risk Management and Insurance (9-12)	
12107	Investing (9-12)	
12147	Finance – Independent Study (9-12)	
12148	Finance – Work Experience (9-12)	
12149	Finance - Other (9-12)	
12151	Marketing Career Exploration (9-12)	
12152	Marketing - Comprehensive (9-12)	
12153	Marketing – Fashion (9-12)	
12154	Marketing – Real Estate (9-12)	
12155	Marketing - Transportation (9-12)	
12156	Marketing – Food/Beverage Industry (9-12)	
12157	Marketing - Insurance (9-12)	
12158	Marketing – Floristry (9-12)	
12159	Marketing – Hospitality/Tourism (9-12)	
12160	Marketing - Merchandising (9-12)	
12161	Marketing – Retail (9-12)	
12162	Marketing – Internet (9-12)	
12163	Marketing – Sports and Entertainment (9-12)	
12164	Principles of Marketing (9-12)	
12165	Principles of Advertising (9-12)	
12166	Principles of Management (9-12)	
12167	Marketing – Other Specializations (9-12)	
12197	Marketing – Independent Study (9-12)	
12198	Marketing – Work Experience (9-12)	
12199	Marketing - Other (9-12)	
12201	Cashier/Checker Operation (9-12)	
12202	Principles of Selling (9-12)	
12247	Sales – Independent Study (9-12)	
12248	Sales – Work Experience (9-12)	
12249	Sales - Other (9-12)	
12995	Business and Marketing – Aide (9-12)	
12996	Business and Marketing – Special Education (9-12)	62996 Business/Marketing – Spec Ed (7-8)
12997	Business and Marketing – Independent Study (9-12)	
12998	Business and Marketing – Work Experience (9-12)	
12999	Business and Marketing - Other (9-12)	

13: Manufacturing

13001	Exploration of Manufacturing Operations (9-12)	63001 Exploration of Manufacturing (7-8)
13002	Manufacturing – Comprehensive (9-12)	63002 Manufacturing – Comprehensive (7-8)
13003	Industrial Arts (9-12)	63003 Industrial Arts (7-8)
13004	Industrial Safety/First Aid (9-12)	
13052	Materials and Processing (9-12)	
13053	Metal and Wood Processing/Production (9-12)	

Numerical List of Assignment Codes and Titles

13054	Wood Processing/Production (9-12)	
13055	Metal Processing/Production (9-12)	
13056	Plastics Processing/Production (9-12)	
13057	Ceramic Processing/Production (9-12)	
13058	Particular Topics in Processing/Production (9-12)	
13097	Processing/Production – Independent Study (9-12)	
13098	Processing/Production – Work Experience (9-12)	
13099	Processing/Production – Other (9-12)	
13101	Production Systems (9-12)	
13102	Electro-Mechanical Systems (9-12)	
13103	Research and Development (9-12)	
13147	Systems/Research – Independent Study (9-12)	
13148	Systems/Research – Work Experience (9-12)	
13149	Systems/Research - Other (9-12)	
13201	Metalwork Occupations (9-12)	
13202	Metalworking (9-12)	
13203	Machining (9-12)	
13204	Particular Topics in Machining (9-12)	
13205	Sheet Metal (9-12)	
13206	Particular Topics in Sheet Metal (9-12)	
13207	Welding (9-12)	
13208	Particular Topics in Welding (9-12)	
13209	Particular Topics in Metalwork (9-12)	
13257	Metalwork – Independent Study (9-12)	
13258	Metalwork – Work Experience (9-12)	
13259	Metalwork - Other (9-12)	
13301	Appliance Repair (9-12)	
13302	Equipment Maintenance and Repair (9-12)	
13357	Repair – Independent Study (9-12)	
13995	Manufacturing - Aide (9-12)	
13996	Manufacturing – Special Education (9-12)	63996 Manufacturing – Sp Education (7-8)
13997	Manufacturing – Independent Study (9-12)	
13998	Manufacturing – Work Experience (9-12)	
13999	Manufacturing – Other (9-12)	

14: Health Care Sciences

14001	Exploring Health Care Occupations (9-12)	64001 Exploring Health Care Occupations (7-8)
14002	Health Care Occupations – Comprehensive (9-12)	64002 Health Care Occup–Comp (7-8)
14051	Nursing (9-12)	
14052	Nursing – LPN (9-12)	
14053	Home Health Care (9-12)	
14054	Dental Science (9-12)	
14055	Emergency Medical Technology (9-12)	
14056	Surgical Technology (9-12)	
14057	Vision Care (9-12)	
14058	Optometrics (9-12)	
14059	Gerontology (9-12)	
14060	Physical Therapy (9-12)	
14061	Respiratory Therapy (9-12)	
14062	Care of Athletes (9-12)	
14063	Particular Topics in Therapeutic Services (9-12)	
14097	Therapeutic Services – Independent Study (9-12)	
14098	Therapeutic Services – Work Experience (9-12)	
14099	Therapeutic Services – Other (9-12)	

Numerical List of Assignment Codes and Titles

14101	Dental Laboratory Technology (9-12)	
14102	Medical Lab Technology (9-12)	
14103	EKG Technology (9-12)	
14104	Phlebotomy (9-12)	
14105	Particular Topics in Diagnostic Services (9-12)	
14147	Diagnostic Services – Independent Study (9-12)	
14148	Diagnostic Services – Work Experience (9-12)	
14149	Diagnostic Services – Other (9-12)	
14151	Medical/Clerical Assisting (9-12)	
14152	Pharmacy Assisting (9-12)	
14153	Medical Office Procedures (9-12)	
14154	Medical Terminology (9-12)	
14197	Health Information – Independent Study (9-12)	
14198	Health Information – Work Experience (9-12)	
14199	Health Information – Other (9-12)	
14201	Central Services Technology (9-12)	
14202	Health Support Services (9-12)	
14203	Health Unit Coordination (9-12)	
14204	Particular Topics in Health Support Services (9-12)	
14247	Health Support Services – Independent Study (9-12)	
14248	Health Support Services – Work Experience (9-12)	
14249	Health Support Services – Other (9-12)	
14251	Health Science (9-12)	
14252	Biotechnology (9-12)	
14253	Pharmacology (9-12)	
14254	Particular Topics in Health Sciences (9-12)	
14297	Health Sciences – Independent Study (9-12)	
14298	Health Sciences – Work Experience (9-12)	
14299	Health Sciences – Other (9-12)	
14995	Health Care Sciences – Aide (9-12)	
14996	Health Care Sciences – Special Education (9-12)	64996 Health Care Sciences – Spec Ed (7-8)
14997	Health Care Sciences – Independent Study (9-12)	
14998	Health Care Sciences – Work Experience (9-12)	
14999	Health Care Sciences - Other (9-12)	

15: Public, Protective & Governmental Services

15001	Exploration of Public Service Careers (9-12)	65001 Exploration of Public Svc Careers (7-8)
15051	Criminal Justice (9-12)	
15052	Corrections (9-12)	
15053	Particular Topics in Law Enforcement (9-12)	
15097	Law Enforcement – Independent Study (9-12)	
15098	Law Enforcement – Work Experience (9-12)	
15099	Law Enforcement - Other (9-12)	
15101	Public Safety (9-12)	
15102	Security Services (9-12)	
15103	Particular Topics in Security (9-12)	
15147	Security and Protection – Independent Study (9-12)	
15148	Security and Protection – Work Experience (9-12)	
15149	Security and Protection – Other (9-12)	
15151	Fire Science (9-12)	
15152	Fire Fighting (9-12)	
15153	Particular Topics in Fire Management (9-12)	
15197	Fire Management – Independent Study (9-12)	
15198	Fire Management – Work Experience (9-12)	
15199	Fire Management - Other (9-12)	

Numerical List of Assignment Codes and Titles

15201	Public Administration (9-12)		
15202	Community Protection (9-12)		
15203	Public Policy (9-12)		
15247	Government Service – Independent Study (9-12)		
15248	Government Service – Work Experience (9-12)		
15249	Government Service – Other (9-12)		
15995	Public/Protective/Government Svc - Aide (9-12)		
15996	Public/Protective/Government Svc – Special Ed (9-12)	65996	Public/Protective/Government Svc (7-8)
15997	Public/Protective/Government Svc– Independent (9-12)		
15998	Public/Protective/Government Svc – Work (9-12)		
15999	Public/Protective/Government Svc – Other (9-12)		

16: Hospitality and Tourism

16001	Exploration of Hospitality Careers (9-12)	66001	Exploration of Hospitality Careers (7-8)
16051	Exploring Restaurant/Food/Beverage Services (9-12)	66051	Explor Restaurant/Food/Bev Svcs (7-8)
16052	Restaurant/Food/Beverage Svc - Comprehensive (9-12)		
16053	Food Service (9-12)		
16054	Nutritional Science (9-12)		
16055	Restaurant Management and Operations (9-12)		
16056	Culinary Art Specialty (9-12)		
16057	Particular Topics in Restaurant/Food/Beverage Svc (9-12)		
16097	Restaurant/Food/Beverage Svc – Independent (9-12)		
16098	Restaurant/Food/Beverage Svc – Work (9-12)		
16099	Restaurant/Food/Beverage Svc - Other (9-12)		
16101	Exploration of Lodging Careers (9-12)	66101	Exploration of Lodging Careers (7-8)
16102	Lodging Comprehensive (9-12)		
16103	Institutional Maintenance (9-12)		
16104	Particular Topics in Lodging (9-12)		
16147	Lodging – Independent Study (9-12)		
16148	Lodging – Work Experience (9-12)		
16149	Lodging - Other (9-12)		
16151	Introduction to Travel and Tourism (9-12)	66151	Introduction to Travel and Tourism (7-8)
16152	Travel and Tourism - Comprehensive (9-12)		
16153	World Travel and Tourism (9-12)		
16154	Eco-tourism (9-12)		
16155	Particular Topics in Travel and Tourism (9-12)		
16195	Travel and Tourism - Aide (9-12)		
16197	Travel and Tourism - Independent Study (9-12)		
16198	Travel and Tourism – Work Experience (9-12)		
16199	Travel and Tourism - Other (9-12)		
16201	Exploration of Restaurant/Food/Beverage Svc (9-12)	66201	Restaurant/Food/Beverage Svc (7-8)
16202	Recreation, Amusement and Attractions (9-12)		
16203	Particular Topics in Restaurant/Food/Beverage Svc (9-12)		
16297	Restaurant/Food/Beverage Svc – Independent (9-12)		
16298	Restaurant/Food/Beverage Svc – Work (9-12)		
16299	Restaurant/Food/Beverage Svc - Other (9-12)		
16995	Hospitality and Tourism – Aide (9-12)		
16996	Hospitality and Tourism – Special Education (9-12)	66996	Hospitality/Tourism–Special Ed (7-8)
16997	Hospitality and Tourism – Independent Study (9-12)		
16998	Hospitality and Tourism – Work Experience (9-12)		
16999	Hospitality and Tourism - Other (9-12)		

17: Architecture and Construction

17001	Construction Careers Exploration (9-12)	67001	Construction Careers Exploration (7-8)
17002	Construction (9-12)		
17003	Carpentry (9-12)		
17004	Framing Carpentry (9-12)		
17005	Particular Topics in Carpentry (9-12)		
17006	Woodworking (9-12)		
17007	Cabinetmaking (9-12)		
17008	Masonry (9-12)		
17009	Building and Maintenance (9-12)		
17010	Home Maintenance (9-12)		
17011	Wall Finishing (9-12)		
17012	Upholstering (9-12)		
17047	General Construction – Independent Study (9-12)		
17048	General Construction – Work Experience (9-12)		
17049	General Construction - Other (9-12)		
17051	Air Conditioning (9-12)		
17052	Refrigeration (9-12)		
17053	Heating (9-12)		
17054	Air Conditioning/Refrigeration (9-12)		
17055	Air Conditioning, Heating and Refrigeration (9-12)		
17056	Heating, Ventilation and Air Conditioning (9-12)		
17057	Particular Topics in HVACR (9-12)		
17058	Plumbing (9-12)		
17059	Plumbing and Heating (9-12)		
17097	Air Conditioning, Heating, and Plumbing – Independent Study (9-12)		
17098	Air Conditioning, Heating, and Plumbing – Work Experience (9-12)		
17099	Air Conditioning, Heating, and Plumbing – Other (9-12)		
17101	Exploration of Electricity/Electronics (9-12)	67101	Exploration of Electricity/Electron (7-8)
17102	Electricity - Comprehensive (9-12)		
17103	Residential Wiring (9-12)		
17104	Industrial Electricity (9-12)		
17105	Particular Topics in Electronics (9-12)		
17106	Electricity/Electronics - Comprehensive (9-12)		
17107	Particular Topics in Electronics (9-12)		
17108	Electricity/Electronics – General (9-12)		
17109	Particular Topics in Electricity/Electronics (9-12)		
17110	Analog and Digital Circuits (9-12)		
17111	Analog Circuits (9-12)		
17112	Digital Circuits (9-12)		
17147	Electricity/Electronics – Independent Study (9-12)		
17148	Electricity/Electronics – Wrokplace Experience (9-12)		
17149	Electricity/Electronics – Other (9-12)		
17995	Architecture/Construction - Aide (9-12)		
17996	Architecture/Construction – Special Education (9-12)	67996	Architecture/Constr-Spec Ed (7-8)
17997	Architecture/Construction – Independent Study (9-12)		
17998	Architecture/Construction – Work Experience (9-12)		
17999	Architecture/Construction - Other (9-12)		

18: Agriculture Food and Natural Resources

18001	Introduction to Agriculture/Natural Resources (9-12)	68001	Intro to Agriculture/Natural Res (7-8)
18002	Agriculture - Comprehensive (9-12)	68002	Agriculture - Comprehensive (7-8)
18003	Agriculture/Natural Resources – Comprehensive (9-12)	68003	Agriculture/Natual Resources (7-8)
18051	Plant Production/Science (9-12)		

Numerical List of Assignment Codes and Titles



18052	General Horticulture (9-12)	
18053	Ornamental Horticulture (9-12)	
18054	Turf and Landscape Management (9-12)	
18055	Soil Science (9-12)	
18056	Particular Topics in Plant Systems (9-12)	
18097	Plant Systems – Independent Study (9-12)	
18098	Plant Systems – Work Experience (9-12)	
18099	Plant Systems – Other (9-12)	
18101	Animal Production/Science (9-12)	
18102	Small Animal Care (9-12)	
18103	Large Animal Care (9-12)	
18104	Equine Science (9-12)	
18105	Veterinary Science (9-12)	
18106	Particular Topics in Animal Science (9-12)	
18147	Animal Systems – Independent Study (9-12)	
18148	Animal Systems – Work Experience (9-12)	
18149	Animal Systems - Other (9-12)	
18201	Agribusiness Management (9-12)	
18202	Agribusiness Entrepreneurship (9-12)	
18203	Agricultural Leadership (9-12)	
18204	Particular Topics in Agribusiness (9-12)	
18247	Agribusiness – Independent Study (9-12)	
18248	Agribusiness – Work Experience (9-12)	
18249	Agribusiness – Other (9-12)	
18301	Agricultural Production (9-12)	
18302	Agricultural Processing (9-12)	
18303	Plant Processing (9-12)	
18304	Animal Processing (9-12)	
18305	Food Product Processing (9-12)	
18306	Aquaculture (9-12)	
18307	Agriculture and Society (9-12)	
18308	Agriculture Biotechnology (9-12)	
18309	Particular Topics in Agricultural Production and Processing (9-12)	
18347	Agricultural Production and Processing – Independent Study (9-12)	
18348	Agricultural Production and Processing – Work Experience (9-12)	
18349	Agricultural Production and Processing - Other (9-12)	
18401	Agriculture Mechanics/Equipment/Construction (9-12)	
18402	Agriculture Mechanics and Equipment (9-12)	
18403	Agriculture Structures (9-12)	
18404	Agriculture Welding (9-12)	
18405	Particular Topics in Agricultural Mechanics and Construction (9-12)	
18447	Agricultural Mechanics and Construction – Independent Study (9-12)	
18448	Agricultural Mechanics and Construction – Work Experience (9-12)	
18449	Agricultural Mechanics and Construction – Other (9-12)	
18501	Wildlife Management (9-12)	
18502	Forestry (9-12)	
18503	Forest Harvesting (9-12)	
18504	Natural Resource Management (9-12)	
18505	Particular Topics I Natural Resources (9-12)	
18547	Natural Resources – Independent Study (9-12)	
18548	Natural Resources – Work Experience (9-12)	
18549	Natural Resources - Other (9-12)	
18995	Agriculture, Food, and Natural Resources – Aide (9-12)	
18996	Agriculture, Food, and Natural Resources –Special Education (9-12)	68996 (7-8)
18997	Agriculture, Food, and Natural Resources – Independent Study (9-12)	
18998	Agriculture, Food, and Natural Resources – Work Experience (9-12)	
18999	Agriculture, Food, and Natural Resources - Other (9-12)	

19: Human Services

19001	Human Services Careers Exploration (9-12)	69001	Human Svc Careers Exploration (7-8)
19051	Child Care (9-12)		
19052	Child Development (9-12)		
19053	Elder Care (9-12)		
19054	Caregiving Service (9-12)		
19055	Particular Topics in Child and Elder Care (9-12)		
19097	Child and Elder Care – Independent Study (9-12)		
19098	Child and Elder Care – Work Experience (9-12)		
19099	Child and Elder Care - Other (9-12)		
19101	Cosmetology - Licensing (9-12)		
19102	Barbering (9-12)		
19103	Hair Styling (9-12)		
19104	Cosmetology – Non-licensing (9-12)		
19105	Cosmetology – Nail Specialization (9-12)		
19106	Cosmetology – Facial Specialization (9-12)		
19107	Particular Topics in Cosmetology (9-12)		
19147	Cosmetology – Independent Study (9-12)		
19148	Cosmetology – Work Experience (9-12)		
19149	Cosmetology – Other (9-12)		
19151	Teaching Profession (9-12)		
19152	Educational Methodology (9-12)		
19153	Early Childhood Professions (9-12)		
19154	Particular Topics in Education (9-12)		
19197	Education – Independent Study (9-12)		
19198	Education – Work Experience (9-12)		
19199	Education - Other (9-12)		
19201	Clothing and Textiles (9-12)		
19202	Clothing/Textile Maintenance (9-12)		
19203	Apparel Construction (9-12)		
19204	Apparel and Textile Services (9-12)		
19205	Home Furnishing (9-12)		
19206	Home Furnishings Production (9-12)		
19207	Particular Topics in Apparel and Furnishings (9-12)		
19297	Apparel and Furnishings – Independent Study (9-12)		
19298	Apparel and Furnishings – Work Experience (9-12)		
19299	Apparel and Furnishings – Other (9-12)		
19995	Human Services - Aide (9-12)		
19996	Human Services – Special Education (9-12)	69996	Human Services – Special Ed (7-8)
19997	Human Services - - Independent Study (9-12)		
19998	Human Services – Work Experience (9-12)		
19999	Human Services – Other (9-12)		

20: Transportation, Distribution and Logistics

20001	Exploration of Transportation/Distribution/Logistics (9-12)	70001	Transportation/Distribution/Logistics (7-8)
20051	Truck and Bus Driving (9-12)		
20052	Heavy Equipment Operation (9-12)		
20053	Aviation (9-12)		
20054	Boat Operation (9-12)		
20097	Operation – Independent Study (9-12)		
20098	Operation – Work Experience (9-12)		
20099	Operation - Other (9-12)		
20101	Energy/Power (9-12)	70101	Energy/Power (7-8)
20102	Power and Mechanics (9-12)		
20103	Introduction to Automobiles (9-12)		
20104	Automobile Mechanics - Comprehensive (9-12)		

Numerical List of Assignment Codes and Titles

20105	Particular Topics in Automotive Mechanics (9-12)	
20106	Automotive Services (9-12)	
20107	Diesel Mechanics - Comprehensive (9-12)	
20108	Particular Topics in Diesel Mechanics (9-12)	
20109	Small Vehicle Mechanics (9-12)	
20110	Small Engine Mechanics (9-12)	
20111	Marine Mechanics (9-12)	
20112	Heavy Equipment Mechanics (9-12)	
20113	Aircraft Power Plant (9-12)	
20114	Aircraft Airframe (9-12)	
20115	Automotive Detailing and Reconditioning (9-12)	
20116	Automobile Body Repair and Refinishing – Comprehensive (9-12)	
20117	Particular Topics in Automotive Repair and Refurbishing (9-12)	
20118	Boat Repair/Refurbishing (9-12)	
20147	Mechanics and Repair – Independent Study (9-12)	
20148	Mechanics and Repair – Work Experience (9-12)	
20149	Mechanics and Repair - Other (9-12)	
20151	Distribution - Comprehensive (9-12)	
20152	Warehouse Operations (9-12)	
20197	Distribution/Logistics – Independent Study (9-12)	
20198	Distribution/Logistics – Work Experience (9-12)	
20199	Distribution/Logistics - Other (9-12)	
20995	Transportation/Distribution/Logistics - Aide (9-12)	
20996	Transportation/Distribution/Logistics – Special Ed (9-12)	70995 Transp/Distrib/Log–Special Ed (7-8)
20997	Transportation/Distribution/Logistics – Independent (9-12)	
20998	Transportation/Distribution/Logistics – Work (9-12)	
20999	Transportation/Distribution/Logistics - Other (9-12)	

21: Engineering and Technology

21001	Pre-Engineering Technology (9-12)	71001 Pre-Engineering Technology (7-8)
21002	Engineering Applications (9-12)	
21003	Engineering Technology (9-12)	
21004	Principles of Engineering (9-12)	
21005	Engineering – Comprehensive (9-12)	
21006	Engineering Design (9-12)	
21007	Engineering Design and Development (9-12)	
21008	Digital Electronics (9-12)	
21009	Robotics (9-12)	
21010	Computer Integrated Manufacturing (9-12)	
21011	Civil Engineering (9-12)	
21012	Civil Engineering and Architecture (9-12)	
21013	Aerospace Engineering (9-12)	
21014	Biotechnical Engineering (9-12)	
21015	Particular Topics in Engineering (9-12)	
21047	Engineering – Independent Study (9-12)	
21048	Engineering – Work Experience (9-12)	
21049	Engineering - Other (9-12)	
21051	Technological Literacy (9-12)	71051 Technological Literacy (7-8)
21052	Technological Processes (9-12)	
21053	Emerging Technologies (9-12)	
21054	Technological Innovation (9-12)	
21055	Assessing Technology (9-12)	
21056	Technological Inquiry (9-12)	
21057	Aerospace Technology (9-12)	
21058	Particular Topics in Technology (9-12)	
21097	Technology – Independent Study (9-12)	
21098	Technology – Work Experience (9-12)	

Numerical List of Assignment Codes and Titles

21099	Technology – Other (9-12)		
21101	Drafting Careers Exploration (9-12)	71101	Drafting Careers Exploration (7-8)
21102	Drafting - General (9-12)		
21103	Drafting - Architectural (9-12)		
21104	Drafting – Civil/Structural (9-12)		
21105	Drafting – Electrical/Electronics (9-12)		
21106	Drafting -- Technical/Mechanical (9-12)		
21107	CAD Design and Software (9-12)		
21108	Blueprint Reading (9-12)		
21147	Drafting – Independent Study (9-12)		
21148	Drafting – Work Experience (9-12)		
21149	Drafting – Other (9-12)		
21995	Engineering/Technology - Aide (9-12)		
21996	Engineering/Technology – Special Education (9-12)	71996	Engineering/Technology–Spec Ed (7-8)
21997	Engineering/Technology – Independent Study (9-12)		
21998	Engineering/Technology – Work Experience (9-12)		
21999	Engineering/Technology - Other (9-12)		

22: Miscellaneous

22001	Standardized Test Preparation (9-12)	72001	Standardized Test Preparation (7-8)
22002	State Test Preparation (9-12)	72002	State Test Preparation (7-8)
22003	Study Skills (9-12)	72003	Study Skills (7-8)
22004	Dropout Prevention Program (9-12)	72004	Dropout Prevention Program (7-8)
22005	Tutorial (9-12)	72005	Tutorial (7-8)
22006	Study Hall (9-12)	72006	Study Hall (7-8)
22051	Office Aide (9-12)		
22052	Guidance Aide (9-12)		
22053	Library/AVC Aide (9-12)		
22054	Tutoring Practicum (9-12)		
22101	Leadership (9-12)		
22102	Advisory/School Orientation (9-12)	72102	Advisory/School Orientation (7-8)
		00102	Advisory/School Orientation (5-6)
22103	School Governance (9-12)		
22104	Community Service (9-12)		
22105	Values Clarification (9-12)		
22106	Seminar (9-12)		
22151	Career Exploration (9-12)	72151	Career Exploration (7-8)
22152	Employability Skills (9-12)		
22153	Diversified Occupations (9-12)		
22201	Family/Consumer Science Comprehensive (9-12)	72201	Family/Consumer Science Comp (7-8)
22202	Food and Nutrition (9-12)		
22203	Food Science (9-12)		
22204	Child Development/Parenting (9-12)		
22205	Clothing/Sewing (9-12)		
22206	Life Skills (9-12)	72206	Life Skills (7-8)
22207	Self-Management (9-12)	72207	Self-Management (7-8)
22208	Family Living (9-12)	72208	Family Living (7-8)
22209	Personal Development (9-12)	72209	Personal Development (7-8)
22210	Consumer Economics/Personal Finance (9-12)		
22211	Home Decor (9-12)		
22212	Home Maintenance (9-12)		
22245	Family/Consumer Science - Aide (9-12)		
22247	Family/Consumer Science – Independent Study (9-12)		
22249	Family/Consumer Science - Other (9-12)		
22850	Teacher Preparation Period (9-12)	72850	Teacher Preparation Period (7-8)
		00850	Teacher Preparation Period (5-6)

Numerical List of Assignment Codes and Titles

22995	Miscellaneous - Aide (9-12)		
22996	Miscellaneous – Special Education (9-12)	72996	Miscellaneous – Special Education (7-8)
22997	Miscellaneous – Independent Study (9-12)		
22998	Miscellaneous – Work Experience (9-12)		
22999	Miscellaneous - Other (9-12)		

23: Special Education Services

23001	Special Resources (9-12)	73001	Special Resources (7-8)
23002	Community Living (9-12)	73002	Community Living (7-12)
23003	Mobility Instruction (9-12)	73003	Mobility Instruction (7-8)
23004	Communication Instruction (9-12)	73004	Communication Instruction (7-8)
23005	Social Development Instruction (9-12)	73005	Social Development Instruction (7-8)
23006	Transitional (9-12)	73006	Transitional (7-8)
23007	Development Support (9-12)	73007	Development Support (7-8)
23008	Visually Impaired Instruction (9-12)	73008	Visually Impaired Instruction (7-8)
23009	Hearing Impaired Instruction (9-12)	73009	Hearing Impaired Instruction (7-8)
23099	Special Education - Other (9-12)	73099	Special Education - Other (7-8)

31: Teacher Support - Certified

31440	Technology Assistance Specialist (7-12)	31430	Technology Assistance Specialist (K-6)
31460	Mentor Specialist (7-12)	31450	Mentor Specialist (K-6)
31480	Peer Assistance Specialist (7-12)	31470	Peer Assistance Specialist (K-6)
31500	Acheivement/Accountability Specialist (7-12)	31490	Acheivement/Account Specialist (1-6)
31540	Gifted/Talented Specialist (9-12)	31530	Gifted/Talented Specialist (7-8)
31520	Gifted/Talented Specialist (6)		
31510	Gifted/Talented Specialist (K-5)		
31600	Consulting Teacher – Special Ed (7-12)	31610	Consulting Teacher – Special Ed (K-6)

32: Pupil Services – Certified

32010	Audiologist (all grades)		
32050	Speech/Language Pathologist (all grades)		
32060	Psychological Examiner (all grades)		
32070	School Nurse (all grades)		
32080	School Psychologist (all grades)		
32090	School Social Worker (all grades)		
32110	Counselor (9-12)	32109	Counselor (7-8)
32101	Counselor (6)		
32100	Counselor (1-6)		
32120	Occupational Therapist (all grades)		
32130	Physical Therapist (all grades)		
32140	Counselor – Professional Technical Guidance (9-12)		
32150	Community Resource Worker (all grades)		
32990	Prevention Specialist (all grades)		

33: Education Media - Certified

33001	Education Media Generalist/Librarian (all grades)
-------	---

40000 series: Administration – Certified

41010	Superintendent (all grades)
41020	Assistant Superintendent (all grades)
41050	Charter Administrator (all grades)
42100	Principal (Elementary)
42110	Assistant Principal (Elementary)

Numerical List of Assignment Codes and Titles

42200	Principal (Secondary)
42210	Assistant Principal (Secondary)
43020	Supervisor/Coordinator-Special Education (all grades)
43030	Supervisor, Other (all grades)
43040	Director, Special Education (all grades)
43050	Director, Other (all grades)
44100	Curriculum Administrator (Elementary)
44200	Curriculum Administrator (Secondary)
44300	Curriculum Administrator (all grades)
46020	Coordinator, Other (all grades)
46030	Athletic Director (all grades)
46040	Technology Administrator (all grades)
46060	Professional Technical Programs Administrator (Secondary)

90000 series: Support Staff - Noncertified

97101	Business Manager/District Clerk
97105	Clerk - Board Of Trustees
97110	Office Support Personnel - District
97112	Purchasing/Warehouse
97115	Office Support Personnel - Building
97125	Human Resources
97130	Public Information
97201	Custodian Supervisor
97205	Custodial Personnel
97301	Child Nutrition - Supervisor
97305	Child Nutrition - Manager
97310	Child Nutrition – Food Preparation & Service
97315	Child Nutrition - Other
97401	Building/Grounds Supervisor
97405	Building/Grounds Personnel
97501	Instructional Assistant - Regular Education
97502	Instructional Assistant - Special Education
97506	Instructional Assistant - Title I
97507	Instructional Assistant – EEL/LEP
97508	Instructional Assistant - Technology
97509	Instructional Assistant – Migrant
97520	Related Services Assistant, Special Ed
97521	Interpreter - Hearing Impaired
97530	Library Assistant
97601	Pupil Transportation Supervisor
97602	Pupil Transportation Dispatcher/Secretary
97603	Pupil Transportation - School Bus Mechanic
97604	Pupil Transportation-School Bus Assistant
97605	Pupil Transportation - School Bus Drivers
97606	Pupil Transportation - School Bus Monitors
97607	Pupil Transportation-School Bus Driver Trainer
97701	Safe Environment – Security Personnel
97702	Safe Environment – Crossing Guard Personnel
97703	Safe Environment – Playground/Noon Duty/Hall Assistants
97704	Safe Environment – Before/After School Programs Personnel
97705	Safe Environment – Community Education
97706	Safe Environment – Attendance Officers
97709	Safe Environment – Other
97710	Athletic/PE/Coaching Assistant
97711	Health Care Assistant
97715	Special Projects Personnel (Restricted – include description of responsibilities/duties)
97716	Grant Writer Personnel

Numerical List of Assignment Codes and Titles

97725 Other Non-Certified - specify (Restricted – include description of responsibilities/duties)
97727 IT (Technology)/Data Analysis Services
97730 Computer Technology Technician

DRAFT

Numerical List of Assignment Codes and Titles

A

02113	Abstract Algebra - Pre-Calculus (9-12)	02069	Algebra - Other (9-12)
12104	Accounting (9-12)	02058	Algebra - Particular Topics (9-12)
31500	Achievement/Accountability Sec (7-12)	02113	Algebra Abstract - Pre-Calculus (9-12)
31490	Achievement/Accountability-Elem (K-6)	52052	Algebra I (7-8)
58007	Adapted Physical Education (7-8)	02052	Algebra I (9-12)
08007	Adapted Physical Education (9-12)	02053	Algebra I - Part 1 (9-12)
12047	Administration - Independent Study (9-12)	02054	Algebra I - Part 2 (9-12)
12049	Administration - Other (9-12)	02056	Algebra II (9-12)
12008	Administration - Particular Topics (9-12)	02057	Algebra III (9-12)
12048	Administration - Work Experience (9-12)	02111	Algebra Linear (9-12)
05163	Advertising Design (9-12)	02074	Algebra/Geometry Principles (9-12)
12165	Advertising Principles (9-12)	52074	Algebra/Geometry Principles (7-8)
00102	Advisory/School Orientation (5-6)	02106	Algebra/Trigonometry (9-12)
72102	Advisory/School Orientation (7-8)	52051	Algebra-Pre (7-8)
22102	Advisory/School Orientation (9-12)	02051	Algebra-Pre (9-12)
03208	Aerospace (9-12)	06828	American Indian Lang Conversation/Culture (9-12)
21013	Aerospace Engineering (9-12)	56821	American Indian Language (7-8)
21057	Aerospace Technology (9-12)	06827	American Indian Language Field Experience (9-12)
68996	Agri/Food/Natural Resources - Spec Ed (7-8)	06826	American Indian Language/Native Speakers (9-12)
18247	Agribusiness - Independent Study (9-12)	06821	American Indian Language I (9-12)
18249	Agribusiness - Other (9-12)	06829	American Indian Language Literature (9-12)
18204	Agribusiness - Particular Topics (9-12)	56826	American Indian/Native Speakers (7-8)
18248	Agribusiness - Work Experience (9-12)	01054	American Literature (9-12)
18202	Agribusiness Entrepreneurship (9-12)	01055	American Literature/History (9-12)
18201	Agribusiness Management (9-12)	56801	American Sign Language (7-8)
18308	Agricultural Biotechnology (9-12)	06801	American Sign Language I (9-12)
18203	Agricultural Leadership (9-12)	17110	Analog and Digital Circuits (9-12)
18447	Agricultural Mechanics/Construction - Indep (9-12)	17111	Analog Circuits (9-12)
18449	Agricultural Mechanics/Construction - Other (9-12)	02073	Analytic Geometry (9-12)
18448	Agricultural Mechanics/Construction - Work (9-12)	02108	Analytic Geometry/Math Analysis (9-12)
18302	Agricultural Processing (9-12)	02141	Analytic Mathematics - Particular Topics (9-12)
18301	Agricultural Production (9-12)	03054	Anatomy (9-12)
18347	Agricultural Production/Processing - Ind Study (9-12)	03053	Anatomy and Physiology (9-12)
18349	Agricultural Production/Processing - Other (9-12)	04060	Ancient and Medieval History (9-12)
18348	Agricultural Production/Processing - Work (9-12)	04058	Ancient Civilizations (9-12)
68002	Agriculture - Comp (7-8)	18103	Animal Large Care (9-12)
18002	Agriculture - Comp (9-12)	18304	Animal Processing (9-12)
18307	Agriculture and Society (9-12)	18101	Animal Production/Science (9-12)
18405	Agriculture Mech/Construct - Particular Topics (9-12)	18102	Animal Small Care (9-12)
18401	Agriculture Mechanics/Equip/Structures (9-12)	18147	Animal Systems - Independent Study (9-12)
18402	Agriculture Mechanics/Equipment (9-12)	18149	Animal Systems - Other (9-12)
18309	Agriculture Product/Process - Particular Topics (9-12)	18106	Animal Systems - Particular Topics (9-12)
18403	Agriculture Structures (9-12)	18148	Animal Systems - Work Experience (9-12)
18404	Agriculture Welding (9-12)	04251	Anthropology (9-12)
18995	Agriculture/Food/Natural Resources - Aide (9-12)	04252	Anthropology - Particular Topics (9-12)
18997	Agriculture/Food/Natural Resources - Indep (9-12)	04253	Anthropology IB Social (11-12)
18999	Agriculture/Food/Natural Resources - Other (9-12)	05153	AP Art - History of Art (11-12)
18996	Agriculture/Food/Natural Resources - Sp Ed (9-12)	03056	AP Biology (11-12)
18998	Agriculture/Food/Natural Resources - Work (9-12)	02124	AP Calculus AB (11-12)
18003	Agriculture/Natural Resources - Comp (9-12)	02125	AP Calculus BC (11-12)
68003	Agriculture/Natural Resources (7-8)	03106	AP Chemistry (11-12)
68001	Agriculture/Natural Resources Intro (7-8)	04158	AP Compar Government/Politics (11-12)
18001	Agriculture/Natural Resources Intro (9-12)	10157	AP Computer Science (11-12)
17051	Air Conditioning (9-12)	10158	AP Computer Science A (11-12)
17055	Air Conditioning, Heating and Refrigeration (9-12)	10159	AP Computer Science AB (11-12)
17097	Air Conditioning, Heating/Plumbing - Ind Study (9-12)	04205	AP Economics (11-12)
17099	Air Conditioning, Heating/Plumbing - Other (9-12)	01005	AP English Language/Composition (11-12)
17098	Air Conditioning, Heating/Plumbing - Work (9-12)	01006	AP English Literature/Composition (11-12)
17054	Air Conditioning/Refrigeration (9-12)	03006	AP Environmental Science (11-12)
20114	Aircraft Airframe (9-12)	03207	AP Environmental Science (11-12)
20113	Aircraft Power Plant (9-12)	04056	AP European History (11-12)
		06132	AP French Language (11-12)
		06133	AP French Literature (11-12)

Alphabetical List of Assignment Codes and Titles

06212	AP German Language (11-12)
04159	AP Government (11-12)
04004	AP Human Geography (11-12)
04204	AP Macroeconomics (11-12)
04203	AP Microeconomics (11-12)
05115	AP Music Theory (11-12)
03155	AP Physics B (11-12)
03156	AP Physics C (11-12)
04256	AP Psychology (11-12)
06112	AP Spanish Language (11-12)
06113	AP Spanish Literature (11-12)
02203	AP Statistics (11-12)
05172	AP Studio Art - Drawing Portfolio (11-12)
05171	AP Studio Art - General Portfolio (11-12)
04157	AP U.S. Government and Politics (11-12)
04104	AP U.S. History (11-12)
04057	AP World History (11-12)
19203	Apparel Construction (9-12)
19297	Apparel/Furnishings - Independent Study (9-12)
19299	Apparel/Furnishings - Other (9-12)
19207	Apparel/Furnishings - Particular Topics (9-12)
19298	Apparel/Furnishings - Work (9-12)
19204	Apparel/Textile Services (9-12)
13301	Appliance Repair (9-12)
03203	Applied Biology/Chemistry (9-12)
01156	Applied English and Communications (9-12)
18306	Aquaculture (9-12)
08010	Aquatics/Water Sports (9-12)
06721	Arabic I (9-12)
17995	Architecture/Construction - Aide (9-12)
17997	Architecture/Construction - Independent Study (9-12)
17999	Architecture/Construction - Other (9-12)
17996	Architecture/Construction - Special Education (9-12)
17998	Architecture/Construction - Work Exper (9-12)
67996	Architecture/Construction-Special Ed (7-8)
10103	Area Network Design and Protocols (9-12)
05153	Art - History of Art AP (11-12)
55151	Art Appreciation (7-8)
05151	Art Appreciation (9-12)
05169	Art Computer-Assisted (9-12)
55154	Art Creative - Comprehensive (7-8)
05154	Art Creative - Comprehensive (9-12)
05156	Art Creative - Drawing (9-12)
05155	Art Creative - Drawing/Painting (9-12)
05157	Art Creative - Painting (9-12)
05158	Art Creative - Sculpture (9-12)
05152	Art History (9-12)
05170	Art Portfolio (9-12)
05172	Art Studio AP - Drawing Portfolio (11-12)
05171	Art Studio AP - General Portfolio (11-12)
05173	Art/Design IB (11-12)
00035	Arts and/or Crafts (1-5)
00036	Arts and/or Crafts (6)
21055	Assessing Technology (9-12)
42110	Assistant Principal-Elem
42210	Assistant Principal-Sec
41020	Assistant Superintendent
51067	Assisted Reading (7-8)
01067	Assisted Reading (9-12)
03004	Astronomy (9-12)
14062	Athletes Care (9-12)
46030	Athletic Administrator
97710	Athletic/PE/Coaching Assistant
61051	Audio and Visual Production (7-8)
11056	Audio/Video Technology - Particular Topics (9-12)
11097	Audio/Video Technology and Film - Ind Study (9-12)
11099	Audio/Video Technology and Film - Other (9-12)
11098	Audio/Video Technology and Film - Work (9-12)
11051	Audio/Visual Production (9-12)
32010	Audiologist
20117	Auto Body Repair/Refinish - Particular Topics (9-12)
20116	Automobile Body Repair/Refinishing (9-12)
20104	Automobile Mechanics - Comp (9-12)
20103	Automobiles Introduction (9-12)
20115	Automotive Detailing and Reconditioning (9-12)
20105	Automotive Mechanics - Particular Topics (9-12)
20106	Automotive Services (9-12)
20053	Aviation (9-12)
B	
06641	Balto-Slavic Language I (9-12)
12102	Banking (9-12)
12101	Banking and Finance (9-12)
19102	Barbering (9-12)
01059	Biblical Literature (9-12)
00015	Bilingual (1-5)
00016	Bilingual (6)
51019	Bilingual (7-8)
01019	Bilingual (9-12)
53051	Biology (7-8)
03051	Biology (9-12)
03052	Biology - Advanced Studies (9-12)
03097	Biology - Independent Study (9-12)
03099	Biology - Other (9-12)
03063	Biology - Particular Topics (9-12)
03098	Biology - Work Experience (9-12)
03056	Biology AP (11-12)
03057	Biology IB (11-12)
03203	Biology/Chemistry Applied (9-12)
21014	Biotechnical Engineering (9-12)
14252	Biotechnology (9-12)
21108	Blueprint Reading (9-12)
20054	Boat Operation (9-12)
20118	Boat Repair/Refinishing (9-12)
03058	Botany (9-12)
01056	British Literature (9-12)
01057	British Literature/History (9-12)
11103	Broadcasting Technology (9-12)
17009	Building Maintenance (9-12)
97405	Building/Grounds Personnel
97401	Building/Grounds Supervisor
12995	Business and Marketing - Aide (9-12)
12997	Business and Marketing - Independent Study (9-12)
12999	Business and Marketing - Other (9-12)
12996	Business and Marketing - Special Education (9-12)
12998	Business and Marketing - Work (9-12)
12056	Business and Marketing International (9-12)
12009	Business Communications (9-12)
60005	Business Computer Applications (7-8)
10005	Business Computer Applications (9-12)
12105	Business Economics (9-12)
12049	Business Introductory (9-12)
04164	Business Law (9-12)
12054	Business Law (9-12)
12052	Business Management (9-12)

Alphabetical List of Assignment Codes and Titles

97101 Business Manager/District Clerk
 02154 Business Math (9-12)
 02155 Business Math with Algebra (9-12)
 12055 Business Principals and Management (9-12)
 10151 Business Programming (9-12)
 62996 Business/Marketing - Special Education (7-8)
 62001 Business/Office Career Exploration (7-8)
 12001 Business/Office Career Exploration (9-12)

C

10154 C++ Programming (9-12)
 17007 Cabinetmaking (9-12)
 21107 CAD Design and Software (9-12)
 02121 Calculus (9-12)
 02126 Calculus - Particular Topics (9-12)
 02124 Calculus AP AB (11-12)
 02125 Calculus AP BC (11-12)
 02123 Calculus Differential (9-12)
 02122 Calculus Multivariate (9-12)
 02110 Calculus-Pre (9-12)
 14062 Care of Athletes (9-12)
 72151 Career Exploration (7-8)
 22151 Career Exploration (9-12)
 19054 Caregiving Service (9-12)
 17005 Carpentry - Particular Topics (9-12)
 17003 Carpentry (9-12)
 12201 Cashier/Checker Operations (9-12)
 06261 Celtic Language I (9-12)
 14201 Central Services Technology (9-12)
 13057 Ceramic Processing/Production (9-12)
 05159 Ceramics/Pottery (9-12)
 41050 Charter Administrator
 53101 Chemistry (7-8)
 03101 Chemistry (9-12)
 03102 Chemistry - Advanced Studies (9-12)
 03147 Chemistry - Independent Study (9-12)
 03103 Chemistry - Organic (9-12)
 03104 Chemistry - Organic (9-12)
 03149 Chemistry - Other (9-12)
 03108 Chemistry - Particular Topics (9-12)
 03148 Chemistry - Work Experience (9-12)
 03106 Chemistry AP (11-12)
 03107 Chemistry IB (11-12)
 03105 Chemistry Physical (9-12)
 03203 Chemistry/Biology Applied (9-12)
 19097 Child and Elder Care - Independent Study (9-12)
 19099 Child and Elder Care - Other (9-12)
 19055 Child and Elder Care - Particular Topics (9-12)
 19098 Child and Elder Care - Work Exper (9-12)
 19051 Child Care (9-12)
 19052 Child Development (9-12)
 22204 Child Development/Parenting (9-12)
 97310 Child Nutrition - Food Preparation
 97305 Child Nutrition - Manager
 97315 Child Nutrition - Other
 97301 Child Nutrition - Supervisor
 06401 Chinese I (9-12)
 05005 Choreography (9-12)
 55111 Chorus (7-8)
 05111 Chorus (9-12)
 10255 CISCO - The Panduit Network Infrs (PNIE) (9-12)

04161 Civics (9-12)
 21011 Civil Engineering (9-12)
 21012 Civil Engineering and Architecture (9-12)
 97105 Clerk - Board Of Trustees
 19201 Clothing and Textiles (9-12)
 22205 Clothing/Sewing (9-12)
 19202 Clothing/Textile Maintenance (9-12)
 11997 Comm/Audio/Video Tech - Indep (9-12)
 11999 Comm/Audio/Video Tech - Other (9-12)
 11998 Comm/Audio/Video Tech - Work (9-12)
 11995 Comm/Audio/Video Technology - Aide (9-12)
 11996 Comm/Audio/Video Technology - Special Ed (9-12)
 11154 Commercial Graphic Design (9-12)
 11052 Commercial Photography (9-12)
 11047 Communication - Independent Study (9-12)
 11049 Communication - Other (9-12)
 11004 Communication - Particular Topics (9-12)
 11048 Communication - Work Experience (9-12)
 73004 Communication Instruction - Special Ed (7-8)
 23004 Communication Instruction - Special Ed (9-12)
 61001 Communication Introduction (7-8)
 11001 Communication Introduction (9-12)
 11002 Communication Technology (9-12)
 01155 Communications (9-12)
 01156 Communications and English/Applied (9-12)
 61996 Communications AVT - Special Education (7-8)
 12009 Communications Business (9-12)
 08053 Community Health (9-12)
 73002 Community Living - Special Ed (7-8)
 23002 Community Living - Special Ed (9-12)
 15202 Community Protection (9-12)
 32150 Community Resource Worker
 22104 Community Service (9-12)
 04202 Comparative Economics (9-12)
 04154 Comparative Government (9-12)
 51103 Composition (7-8)
 01103 Composition (9-12)
 01147 Composition - Independent Study (9-12)
 01149 Composition - Other (9-12)
 01148 Composition - Work Experience (9-12)
 01102 Composition/English (11-12)
 01101 Composition/English (9-10)
 05120 Composition/Songwriting (9-12)
 00045 Computer Applications (1-5)
 00046 Computer Applications (6)
 60004 Computer Applications (7-8)
 10004 Computer Applications (9-12)
 60005 Computer Business Applications (7-8)
 10005 Computer Business Applications (9-12)
 10202 Computer Graphics (9-12)
 21010 Computer Integrated Manufacturing (9-12)
 10047 Computer Literacy - Independent Study (9-12)
 10049 Computer Literacy - Other (9-12)
 10008 Computer Literacy - Particular Topics (9-12)
 60046 Computer Literacy - Special Ed (7-8)
 10046 Computer Literacy - Special Education (9-12)
 10048 Computer Literacy - Work Experience (9-12)
 10252 Computer Maintenance (9-12)
 02156 Computer Math with Algebra (9-12)
 10152 Computer Programming (9-12)
 10197 Computer Programming - Independent Study (9-12)
 10199 Computer Programming - Other (9-12)
 10156 Computer Programming - Other Lang (9-12)

Alphabetical List of Assignment Codes and Titles

10161 Computer Programming - Particular Topics (9-12)
 10198 Computer Programming - Work Exper (9-12)
 10159 Computer Science AB AP (11-12)
 10157 Computer Science AP (11-12)
 10158 Computer Science AP A (11-12)
 10251 Computer Technology (9-12)
 97730 Computer Technology Technician
 10995 Computer/Inform Sciences - Aide (9-12)
 10997 Computer/Information Sciences - Indep (9-12)
 10999 Computer/Information Sciences - Other (9-12)
 10998 Computer/Information Sciences - Work (9-12)
 10003 Computer/Information Technology (9-12)
 60003 Computer/Information Technology (7-8)
 05169 Computer-Assisted Art (9-12)
 60001 Computers Introduction to (7-8)
 10001 Computers Introduction to (9-12)
 10160 Computing Studies IB (11-12)
 10002 Computing Systems (9-12)
 60002 Computing Systems (7-8)
 03062 Conceptual Biology (9-12)
 03105 Conceptual Chemistry (9-12)
 03161 Conceptual Physics (9-12)
 05103 Concert Band (9-12)
 05102 Concert/Marching Band (9-12)
 17002 Construction (9-12)
 67001 Construction Careers Exploration (7-8)
 17001 Construction Careers Exploration (9-12)
 31610 Consulting Instructor - Special Ed (7-12)
 31600 Consulting Instructor - Special Ed (K-6)
 00087 Consulting Teacher - Special Ed (K-6)
 22210 Consumer Economics/Personal Finance (9-12)
 04163 Consumer Law (9-12)
 02157 Consumer Math (9-12)
 05106 Contemporary Band (9-12)
 04106 Contemporary U.S. Issues (9-12)
 04064 Contemporary World Issues (9-12)
 46020 Coordinator-Other
 15052 Corrections (9-12)
 51068 Corrective Reading (7-8)
 01068 Corrective Reading (9-12)
 19106 Cosmetology - Facial Specialization (9-12)
 19147 Cosmetology - Independent Study (9-12)
 19101 Cosmetology - Licensing (9-12)
 19105 Cosmetology - Nail Specialization (9-12)
 19104 Cosmetology - Non-licensing (9-12)
 19149 Cosmetology - Other (9-12)
 19107 Cosmetology - Particular Topics (9-12)
 19148 Cosmetology - Work Experience (9-12)
 32100 Counselor (1-5)
 32101 Counselor (6)
 32109 Counselor (7-8)
 32110 Counselor (9-12)
 32140 Counselor - Professional Technical Guidance (9-12)
 55165 Crafts (7-8)
 05165 Crafts (9-12)
 55154 Creative Art - Comprehensive (7-8)
 05154 Creative Art - Comprehensive (9-12)
 05156 Creative Art - Drawing (9-12)
 05155 Creative Art - Drawing/Painting (9-12)
 05157 Creative Art - Painting (9-12)
 05158 Creative Art - Sculpture (9-12)
 01104 Creative Writing (9-12)
 51104 Creative Writing (7-8)

15051 Criminal Justice (9-12)
 16056 Culinary Art Specialty (9-12)
 44300 Curriculum Administrator (All grades)
 44100 Curriculum Administrator-Elem
 44200 Curriculum Administrator-Sec
 97205 Custodial Personnel
 97201 Custodian Supervisor

D

05047 Dance - Independent Study (9-12)
 05049 Dance - Other (9-12)
 05048 Dance - Work Experience (9-12)
 05004 Dance Appreciation (9-12)
 05002 Dance Repertory (9-12)
 55001 Dance Technique (7-8)
 05001 Dance Technique (9-12)
 10054 Data Systems/Processing (9-12)
 10053 Database Applications (9-12)
 10052 Database Mgt/Data Warehousing (9-12)
 04160 Democracy Principles (9-12)
 14101 Dental Laboratory Technology (9-12)
 14054 Dental Science (9-12)
 11152 Desktop Publishing (9-12)
 73007 Developmental Support - Special Ed (7-8)
 23007 Developmental Support - Special Ed (9-12)
 14147 Diagnostic Services - Independent Study (9-12)
 14149 Diagnostic Services - Other (9-12)
 14105 Diagnostic Services - Particular Topics (9-12)
 14148 Diagnostic Services - Work Experience (9-12)
 20107 Diesel Mechanics - Comp (9-12)
 20108 Diesel Mechanics - Particular Topics (9-12)
 02123 Differential Calculus (9-12)
 17112 Digital Circuits (9-12)
 21008 Digital Electronics (9-12)
 11153 Digital Media Design and Production (9-12)
 61151 Digital Media Technology (7-8)
 11151 Digital Media Technology (9-12)
 05057 Directing (9-12)
 43050 Director-Other
 43040 Director-Special Ed
 02102 Discrete Mathematics (9-12)
 20151 Distribution - Comp (9-12)
 20197 Distribution/Logistics - Independent Study (9-12)
 20199 Distribution/Logistics - Other (9-12)
 20198 Distribution/Logistics - Work Experience (9-12)
 22153 Diversified Occupations (9-12)
 21103 Drafting - Architectural (9-12)
 21104 Drafting - Civil/Structural (9-12)
 21105 Drafting - Electrical/Electronic (9-12)
 21102 Drafting - General (9-12)
 21147 Drafting - Independent Study (9-12)
 21149 Drafting - Other (9-12)
 21106 Drafting - Technical/Mechanical (9-12)
 21148 Drafting - Work Experience (9-12)
 71101 Drafting Careers Exploration (7-8)
 21101 Drafting Careers Exploration (9-12)
 55055 Drama - Acting/Performance (7-8)
 05055 Drama - Acting/Performance (9-12)
 05099 Drama - Other (9-12)
 05056 Drama - Stagecraft (9-12)
 05098 Drama - Work Experience (9-12)
 05053 Drama/Stagecraft - Comp (9-12)

Alphabetical List of Assignment Codes and Titles

05097 Drama/Stagecraft - Ind Study (9-12)
 58006 Drill Team/Corps Movement (7-8)
 08006 Drill Team/Corps Movement (9-12)
 08151 Drivers' Education - Classroom Only (9-12)
 08152 Drivers' Education - Classroom/Lab (9-12)
 72004 Dropout Prevention Program (7-8)
 22004 Dropout Prevention Program (9-12)

E

00003 Early Childhood ages 3-5 non-public (age 3-5)
 00083 Early Childhood ages 3-5 public (age 3-5)
 19153 Early Childhood Education (9-12)
 04102 Early U.S. History (9-12)
 03009 Earth and Space Science (9-12)
 03047 Earth Science - Independent Study (9-12)
 03049 Earth Science - Other (9-12)
 03048 Earth Science - Work Experience (9-12)
 53001 Earth Science (7-8)
 03001 Earth Science (9-12)
 06481 East Asian Language I (9-12)
 04201 Economics (9-12)
 04247 Economics - Independent Study (9-12)
 04249 Economics - Other (9-12)
 04207 Economics - Particular Topics (9-12)
 04248 Economics - Work Experience (9-12)
 04205 Economics AP (11-12)
 12105 Economics Business (9-12)
 04202 Economics Comparative (9-12)
 04206 Economics IB (11-12)
 16154 Eco-tourism (9-12)
 19197 Education - Independent Study (9-12)
 19199 Education - Other (9-12)
 19154 Education - Particular Topics (9-12)
 19198 Education - Work Experience (9-12)
 19153 Education Early Childhood (9-12)
 33001 Education Media Generalist/Librarian (all grades)
 19152 Educational Methodology (9-12)
 14103 EKG Technology (9-12)
 19053 Elder Care (9-12)
 17102 Electricity - Comp (9-12)
 17105 Electricity - Particular Topics (9-12)
 17104 Electricity Industrial (9-12)
 67101 Electricity/Electronic Exploration (7-8)
 17108 Electricity/Electronics - General (9-12)
 17147 Electricity/Electronics - Independent Study (9-12)
 17149 Electricity/Electronics - Other (9-12)
 17109 Electricity/Electronics - Particular Topics (9-12)
 17148 Electricity/Electronics - Work Experience (9-12)
 17101 Electricity/Electronics (9-12)
 13102 Electro-Mechanical Systems (9-12)
 17106 Electronics - Comp (9-12)
 17107 Electronics - Particular Topics (9-12)
 21008 Electronics Digital (9-12)
 52109 Elementary Functions (7-8)
 02109 Elementary Functions (9-12)
 00009 Elementary Instructor - All Subjects (1-3)
 00010 Elementary Instructor - All Subjects (1-6)
 14055 Emergency Medical Technology (9-12)
 21053 Emerging Technologies (9-12)
 22152 Employability Skills (9-12)
 70101 Energy/Power (7-8)

20101 Energy/Power (9-12)
 21005 Engineering - Comp (9-12)
 21047 Engineering - Independent Study (9-12)
 21049 Engineering - Other (9-12)
 21015 Engineering - Particular Topics (9-12)
 21048 Engineering - Work Experience (9-12)
 21013 Engineering Aerospace (9-12)
 21002 Engineering Applications (9-12)
 21014 Engineering Biotechnical (9-12)
 21011 Engineering Civil (9-12)
 21012 Engineering Civil and Architecture (9-12)
 21006 Engineering Design (9-12)
 21007 Engineering Design/Development (9-12)
 21004 Engineering Principles (9-12)
 21003 Engineering Technology (9-12)
 21995 Engineering/Technology - Aide (9-12)
 21997 Engineering/Technology - Indep (9-12)
 21999 Engineering/Technology - Other (9-12)
 71996 Engineering/Technology - Spec Ed (7-8)
 21996 Engineering/Technology - Spec Ed (9-12)
 21998 Engineering/Technology - Work (9-12)
 71001 Engineering-Pre Technology (7-8)
 21001 Engineering-Pre Technology (9-12)
 01203 English - SAT Preparation (9-12)
 51001 English (7th grade) (7-8)
 51002 English (8th grade) (7-8)
 01156 English and Communications/Applied (9-12)
 00013 English as a Second Language (1-5)
 00014 English as a Second Language (6)
 51008 English as a Second Language (7-8)
 01008 English as a Second Language (9-12)
 01999 English Language and Literature - Other (9-12)
 01202 English Language/History (9-12)
 01995 English Language/Literature - Aide (9-12)
 01997 English Language/Literature - Ind Study (9-12)
 01999 English Language/Literature - Other (9-12)
 01996 English Language/Literature - Sp Ed (9-12)
 51996 English Language/Literature - Spec Ed (7-8)
 01998 English Language/Literature - Work (9-12)
 01201 English Morphology and Grammar (9-12)
 01992 English Proficiency Development (9-12)
 01102 English/Composition (11-12)
 51051 English/Composition (7-8)
 01101 English/Composition (9-10)
 01001 English/Language Arts I (9th Grade) (9-12)
 01002 English/Language Arts II (10th Grade) (9-12)
 01003 English/Language Arts III (11th Grade) (10-12)
 01004 English/Language Arts IV (12th Grade) (10-12)
 01052 English/Literature (11th & 12th grade) (11-12)
 01051 English/Literature (9th & 10th grade) (9-10)
 12053 Entrepreneurship (9-12)
 00065 Environmental Science (1-5)
 00066 Environmental Science (6)
 03003 Environmental Science (9-12)
 53003 Environmental Science (7-8)
 03207 Environmental Science AP (11-12)
 18104 Equine Science (9-12)
 13302 Equipment Maintenance and Repair (9-12)
 10109 Essentials-Network Op Systems (9-12)
 05054 Exploration in Drama (9-12)
 67101 Exploration of Electricity/Electronic (7-8)
 17101 Exploration of Electricity/Electronics (9-12)
 64001 Exploration of Health Care Occupations (7-8)

Alphabetical List of Assignment Codes and Titles

14001 Exploration of Health Care Occupations (9-12)
 66001 Exploration of Hospitality Careers (7-8)
 16001 Exploration of Hospitality Careers (9-12)
 66101 Exploration of Lodging Careers (7-8)
 16101 Exploration of Lodging Careers (9-12)
 65001 Exploration of Public Service Careers (7-8)
 15001 Exploration of Public Service Careers (9-12)
 16201 Exploration of Recreation/Amusement/Attract (9-12)
 66201 Exploration of Recreation/Amusement/Attract (7-8)
 16051 Exploration of Restaurant/Food/Beverage Svcs (9-12)
 66051 Exploration of Restaurant/Food/Beverages (7-8)
 70001 Exploration of Transp/Distribut/Logistics (7-8)
 20001 Exploration of Transp/Distribut/Logistics (9-12)
 69001 Exploration-Human Services Career (7-8)
 63001 Exploration-Manufacturing Operations (7-8)
 13001 Exploration-Manufacturing Operations (9-12)
 05003 Expressive Movement (9-12)

F

72208 Family Living (7-8)
 22208 Family Living (9-12)
 22245 Family/Consumer Science - Aide (9-12)
 22247 Family/Consumer Science - Ind Study (9-12)
 22249 Family/Consumer Science - Other (9-12)
 72201 Family/Consumer Science-Comp (7-8)
 22201 Family/Consumer Science-Comp (9-12)
 06521 Filipino I (9-12)
 05168 Film/Videotape (9-12)
 12147 Finance - Independent Study (9-12)
 12149 Finance - Other (9-12)
 12148 Finance - Work Experience (9-12)
 12103 Finance (9-12)
 12101 Finance and Banking (9-12)
 05295 Fine and Performing Art - Aide (9-12)
 05297 Fine and Performing Art - Ind Study (9-12)
 55296 Fine and Performing Art - Spec Ed (7-8)
 05296 Fine and Performing Art - Spec Education (9-12)
 05298 Fine and Performing Art - Work Experience (9-12)
 05299 Fine and Performing Arts - Other (9-12)
 05201 Fine Arts Integrated (9-12)
 15152 Fire Fighting (9-12)
 15197 Fire Management - Independent Study (9-12)
 15199 Fire Management - Other (9-12)
 15153 Fire Management - Particular Topics (9-12)
 15198 Fire Management - Work Experience (9-12)
 15151 Fire Science (9-12)
 08016 Fitness Lifetime Education (9-12)
 08005 Fitness/Conditioning Activities (9-12)
 22202 Food and Nutrition (9-12)
 18305 Food Product Processing (9-12)
 22203 Food Science (9-12)
 16053 Food Service (9-12)
 06988 Foreign Language Conversation and Culture (9-12)
 06987 Foreign Language Field Experience (9-12)
 06981 Foreign Language I (9-12)
 06989 Foreign Language Literature (9-12)
 06986 Foreign Language-Native Speakers (9-12)
 01153 Forensics - Debate (9-12)
 01152 Forensics - Inclusive (9-12)
 01154 Forensics - Individual Event (9-12)
 18503 Forest Harvesting (9-12)

18502 Forestry (9-12)
 02047 Foundation Math - Independent Study (9-12)
 02003 Foundation Math - Particular Topics (9-12)
 52046 Foundation Math - Spec Ed (7-8)
 02046 Foundation Math - Special Education (9-12)
 17004 Framing Carpentry (9-12)
 00023 French (1-5)
 00024 French (6)
 56121 French (7-8)
 06130 French - IB Language A (non-English) (11-12)
 06131 French - IB Language B (11-12)
 06139 French - Other (9-12)
 06128 French Conversation and Culture (9-12)
 06127 French Field Experience (9-12)
 06126 French for Native Speakers (9-12)
 06121 French I (9-12)
 06122 French II (9-12)
 06123 French III (9-12)
 06124 French IV (9-12)
 06132 French Language AP (11-12)
 06129 French Literature (9-12)
 06133 French Literature AP (11-12)
 06125 French V (9-12)

G

52151 General Applied Mathematics (7-8)
 02151 General Applied Mathematics (9-12)
 55101 General Band (7-8)
 05101 General Band (9-12)
 17049 General Construction - Other (9-12)
 17047 General Construction - Independent Study (9-12)
 17048 General Construction - Work (9-12)
 18052 General Horticulture (9-12)
 52002 General Mathematics (7-8)
 02002 General Mathematics (9-12)
 00061 General Science (1-5)
 00062 General Science (6)
 03059 Genetics (9-12)
 04047 Geography - Independent Study (9-12)
 54049 Geography - Other (7-8)
 04049 Geography - Other (9-12)
 04002 Geography - Particular Topics (9-12)
 04048 Geography - Work Experience (9-12)
 04004 Geography Human AP (11-12)
 04003 Geography IB (11-12)
 03008 Geography Physical (9-12)
 54001 Geography World (7-8)
 04001 Geography World (9-12)
 54052 Geography/World History (7-8)
 04052 Geography/World History (9-12)
 03002 Geology (9-12)
 52072 Geometry (7-8)
 02072 Geometry (9-12)
 02079 Geometry - Other (9-12)
 02075 Geometry - Particular Topics (9-12)]
 02073 Geometry Analytic (9-12)
 02108 Geometry Analytic/Math Analysis (9-12)
 02107 Geometry Analytic/Trigonometry (9-12)
 52071 Geometry Informal (7-8)
 02071 Geometry Informal (9-12)
 52074 Geometry/Algebra Principles (7-8)
 02074 Geometry/Algebra Principles (9-12)

Alphabetical List of Assignment Codes and Titles

56201	German (7-8)	14198	Health Information - Work Experience (9-12)
00025	German (1-5)	14251	Health Science (9-12)
00026	German (6)	14297	Health Sciences - Independent Study (9-12)
06201	German I (9-12)	14299	Health Sciences - Other (9-12)
06202	German II (9-12)	14254	Health Sciences - Particular Topics (9-12)
06203	German III (9-12)	14998	Health Sciences - Work Experience (9-12)
06212	German Language AP (11-12)	14298	Health Sciences - Work Experience (9-12)
06241	Germanic Language (9-12)	08054	Health Special Needs (9-12)
14059	Gerontology (9-12)	14247	Health Support Services - Independent Study (9-12)
31520	Gifted/Talented Specialist (6)	14249	Health Support Services - Other (9-12)
31530	Gifted/Talented Specialist (7-8)	14204	Health Support Services - Particular Topics (9-12)
31540	Gifted/Talented Specialist (9-12)	14248	Health Support Services - Work (9-12)
31510	Gifted/Talented Specialist (K-5)	14202	Health Support Services (9-12)
04154	Government (9-12)	14203	Health Unit Coordination (9-12)
04159	Government AP (11-12)	73009	Hearing Impaired - Special Ed (7-8)
15247	Government Service - Independent Study (9-12)	23009	Hearing Impaired Instruction - Special Ed (9-12)
15249	Government Service - Other (9-12)	00086	Hearing Impaired Instructor - Special Ed (K-6)
15248	Government Service - Work Experience (9-12)	17053	Heating (9-12)
04151	Government U.S. - Comprehensive (9-12)	17056	Heating, Ventilation and Air Conditioning (9-12)
04152	Government U.S. - Particular Topics (9-12)	20112	Heavy Equipment Mechanics (9-12)
04157	Government U.S. and Politics AP (11-12)	20052	Heavy Equipment Operation (9-12)
04197	Government, Politics and Law - Ind Study (9-12)	06701	Hebrew I (9-12)
04199	Government, Politics and Law - Other (9-12)	04060	History - Ancient and Medieval (9-12)
04198	Government, Politics and Law - Work Exper (9-12)	04057	History - AP World (11-12)
04158	Government/Politics AP Compar (11-12)	04059	History - Medieval European (9-12)
97716	Grant Writer Personnel	04055	History - Modern European (9-12)
05162	Graphic Design (9-12)	04308	History - Modern Intellectual (9-12)
11155	Graphic Technology (9-12)	04053	History - Modern World (9-12)
06281	Greek I (9-12)	04102	History Early U.S. (9-12)
22052	Guidance Aide (9-12)	04056	History European AP (11-12)
05109	Guitar (9-12)	04054	History IB (11-12)
08008	Gymnastics (9-12)	04066	History IB Islamic (11-12)
		04103	History Modern U.S. (9-12)
		01202	History of English Language (9-12)
		02991	History of Math (9-12)
19103	Hair Styling (9-12)	54101	History U.S. - Comprehensive (7-8)
42300	Head Teacher (Restricted)	04101	History U.S. - Comprehensive (9-12)
00055	Health - Elementary (1-5)	04147	History U.S. - Independent Study (9-12)
00056	Health - Elementary (6)	04149	History U.S. - Other (9-12)
08052	Health and Fitness (9-12)	04109	History U.S. - Particular Topics (9-12)
08057	Health and Life Management (9-12)	04148	History U.S. - Work Experience (9-12)
97711	Health Care Assistant	04104	History U.S. AP (11-12)
14002	Health Care Occupations - Comp (9-12)	04097	History World - Independent Studies (9-12)
64001	Health Care Occupations Exploration (7-8)	04099	History World - Other (9-12)
14001	Health Care Occupations Exploration (9-12)	54051	History World - Overview (7-8)
64002	Health Care Occupations-Comp (7-8)	04051	History World - Overview (9-12)
14995	Health Care Science - Aide (9-12)	04065	History World - Particular Topics (9-12)
14997	Health Care Science - Independent Study (9-12)	04098	History World - Work Experience (9-12)
14999	Health Care Science - Other (9-12)	54052	History World/Geography (7-8)
64996	Health Care Science - Special Education (7-8)	04052	History World/Geography (9-12)
14996	Health Care Science - Special Education (9-12)	05059	History/Literature of the Theater (9-12)
08053	Health Community (9-12)	22211	Home Decor (9-12)
08097	Health Education - Independent Study (9-12)	19205	Home Furnishing (9-12)
08099	Health Education - Other (9-12)	19206	Home Furnishings Production (9-12)
58096	Health Education - Special Education (7-8)	14053	Home Health Care (9-12)
08096	Health Education - Special Education (9-12)	17010	Home Maintenance (9-12)
08098	Health Education - Work Experience (9-12)	22212	Home Maintenance (9-12)
58051	Health Education (7-8)	18052	Horticulture - General (9-12)
08051	Health Education (9-12)	18053	Horticulture - Ornamental (9-12)
08056	Health for Parenting Teens (9-12)	16995	Hospitality and Tourism - Aide (9-12)
14197	Health Information - Independent Study (9-12)	16997	Hospitality and Tourism - Independent Study (9-12)
14199	Health Information - Other (9-12)	16999	Hospitality and Tourism - Other (9-12)
14155	Health Information - Particular Topics (9-12)	16996	Hospitality and Tourism - Special Education (9-12)

Alphabetical List of Assignment Codes and Titles

16998 Hospitality and Tourism - Work Exper (9-12)
 66996 Hospitality/Tourism-Special Ed (7-8)
 12057 Human Resource and Labor Relations (9-12)
 12058 Human Resource Management (9-12)
 97125 Human Resources Services
 19997 Human Services - - Independent Study (9-12)
 19995 Human Services - Aide (9-12)
 19999 Human Services - Other (9-12)
 69996 Human Services - Special Education (7-8)
 19996 Human Services - Special Education (9-12)
 19998 Human Services - Work Experience (9-12)
 19001 Human Services Careers Exploration (9-12)
 04302 Humanities (9-12)
 04347 Humanities - Independent Study (9-12)
 04349 Humanities - Other (9-12)
 54310 Humanities - Particular Topics (7-8)
 04310 Humanities - Particular Topics (9-12)
 04348 Humanities - Work Experience (9-12)
 04303 Humanities Issues of Western (9-12)
 04301 Humanities Survey (9-12)
 17057 HVACR - Particular Topics (9-12)

I

05173 IB Art/Design (11-12)
 03057 IB Biology (11-12)
 03107 IB Chemistry (11-12)
 10160 IB Computing Studies (11-12)
 03206 IB Design Technology (11-12)
 04206 IB Economics (11-12)
 02134 IB Further Mathematics - SL (11-12)
 04003 IB Geography (11-12)
 04054 IB History (11-12)
 10007 IB Information Technology in a Global Society (11-12)
 04066 IB Islamic History (11-12)
 01007 IB Language A (English) (11-12)
 06130 IB Language A (non-English) - French (11-12)
 06110 IB Language A (non-English) - Spanish (11-12)
 06131 IB Language B - French (11-12)
 06111 IB Language B - Spanish (11-12)
 02131 IB Mathematical Studies (11-12)
 02132 IB Mathematics (11-12)
 02133 IB Mathematics and Computing - SL (11-12)
 05116 IB Music (11-12)
 04262 IB Organizational Studies (11-12)
 04309 IB Philosophy (11-12)
 03160 IB Physical Science (11-12)
 03157 IB Physics (11-12)
 04257 IB Psychology (11-12)
 04253 IB Social Anthropology (11-12)
 04304 IB Theory of Knowledge (9-12)
 04105 Idaho (State) Specific Studies (9-12)
 05113 Individual Technique - Vocal Music (9-12)
 08003 Individual/Dual Sports (9-12)
 63003 Industrial Arts (7-8)
 13003 Industrial Arts (9-12)
 17104 Industrial Electricity (9-12)
 13004 Industrial Safety/First Aid (9-12)
 02202 Inferential Probability and Statistics (9-12)
 52071 Informal Geometry (7-8)
 02071 Informal Geometry (9-12)
 02001 Informal Mathematics (9-12)
 52001 Informal Mathematics (7-8)

60051 Information Management (7-8)
 10051 Information Management (9-12)
 10297 Information Support/Services - Indep Study (9-12)
 10299 Information Support/Services - Other (9-12)
 10298 Information Support/Services - Work Exper (9-12)
 10256 Information Support/Svc - Particular Topics (9-12)
 10097 Information Systems Mgt - Indep Study (9-12)
 10099 Information Systems Mgt - Other (9-12)
 60096 Information Systems Mgt - Special Ed (7-8)
 10096 Information Systems Mgt - Special Ed (9-12)
 10098 Information Systems Mgt - Work Experience (9-12)
 10253 Information Support and Services (9-12)
 16103 Institutional Maintenance (9-12)
 97507 Instructional Assistant - EEL/LEP
 97509 Instructional Assistant - Migrant
 97501 Instructional Assistant - Regular Ed
 97502 Instructional Assistant - Special Ed
 97508 Instructional Assistant - Technology
 97506 Instructional Assistant - Title I
 05107 Instrumental Ensemble (9-12)
 05110 Instrumental Music -Individual Technique (9-12)
 05201 Integrated Fine Arts (9-12)
 02061 Integrated Math - multi-year equivalent (9-12)
 03201 Integrated Science. (9-12)
 10203 Interactive Media (9-12)
 12056 International Business and Marketing (9-12)
 04155 International Relations (9-12)
 12162 Internet Marketing (9-12)
 97521 Interpreter - Hearing Impaired
 68001 Intro to Agriculture/Natural Resources (7-8)
 18001 Intro-Agriculture/Natural Resources (9-12)
 20103 Introduction to Automobiles (9-12)
 61001 Introduction to Communication (7-8)
 11001 Introduction to Communication (9-12)
 60001 Introduction to Computers (7-8)
 10001 Introduction to Computers (9-12)
 55051 Introduction to the Theater (7-8)
 05051 Introduction to the Theater (9-12)
 66151 Introduction to Travel and Tourism (7-8)
 16151 Introduction to Travel and Tourism (9-12)
 12051 Introductory Business (9-12)
 12107 Investing (9-12)
 06681 Iranian/Persian Language I (9-12)
 04303 Issues of Western Humanities (9-12)
 97727 IT (Technology)/Data Analysis Services
 10254 IT Essentials-PC Hardware/Software (9-12)
 56141 Italian (7-8)
 06141 Italian I (9-12)

J

06421 Japanese (9-12)
 10155 JAVA Programming (9-12)
 05166 Jewelry (9-12)
 11105 Journal/Broadcast - Particular Topics (9-12)
 61101 Journalism (7-8)
 11101 Journalism (9-12)
 11147 Journalism and Broadcasting - Ind Study (9-12)
 11149 Journalism and Broadcasting - Other (9-12)
 11148 Journalism and Broadcasting - Work Exper (9-12)

Alphabetical List of Assignment Codes and Titles

K

62005 Keyboarding (7-8)
12005 Keyboarding (9-12)
00001 Kindergarten Instructor (K)
06441 Korean I (9-12)

L

51003 Language Arts (7-8)
51004 Language Arts (7-8)
00011 Language Arts - Elementary (1-5)
00012 Language Arts - Elementary (6)
01009 Language Arts Laboratory (9-12)
51010 Language Arts Skills - Special Ed (7-8)
01010 Language Arts Skills - Special Education (9-12)
18103 Large Animal Care (9-12)
06301 Latin I (9-12)
04166 Law - Particular Topics (9-12)
04164 Law Business (9-12)
04163 Law Consumer (9-12)
15097 Law Enforcement - Independent (9-12)
15099 Law Enforcement - Other (9-12)
15053 Law Enforcement - Particular Topics (9-12)
15098 Law Enforcement - Work Experience (9-12)
04162 Law Studies (9-12)
22101 Leadership (9-12)
04165 Legal Systems (9-12)
97530 Library Assistant
22053 Library/AVC Aide (9-12)
03995 Life and Physical Science - Aide (9-12)
03997 Life and Physical Science - Indep (9-12)
53999 Life and Physical Science - Other (7-8)
03999 Life and Physical Science - Other (9-12)
53996 Life and Physical Science - Special Ed (7-8)
03996 Life and Physical Science - Special Ed (9-12)
03998 Life and Physical Science - Work Exper (9-12)
72206 Life Skills (7-8)
22206 Life Skills (9-12)
08016 Lifetime Fitness Education (9-12)
02111 Linear Algebra (9-12)
02112 Linear Programming (9-12)
51053 Literature (7-8)
01053 Literature (9-12)
01097 Literature - Independent Study (9-12)
01098 Literature - Work Experience (9-12)
01061 Literature of a Genre (9-12)
01064 Literature of a People (9-12)
01062 Literature of a Period (9-12)
01063 Literature of a Place (9-12)
01065 Literature of a Theme (9-12)
01060 Literature of an Author (9-12)
16102 Lodging - Comp (9-12)
16147 Lodging - Independent Study (9-12)
16149 Lodging - Other (9-12)
16104 Lodging - Particular Topics (9-12)
16148 Lodging - Work Experience (9-12)

M

13203 Machining (9-12)
13204 Machining - Particular Topics (9-12)
04204 Macroeconomics AP (11-12)

12097 Management - Independent Study (9-12)
12099 Management - Other (9-12)
12098 Management - Work Experience (9-12)
10097 Management Information Systems - Ind Study (9-12)
10099 Management Information Systems - Other (9-12)
10055 Management Information Systems-Part Topics (9-12)
60096 Management Information Systems - Special Ed (7-8)
10096 Management Information Systems - Spec Ed (9-12)
10098 Management Information Systems - Work (9-12)
13995 Manufacturing - Aide (9-12)
63002 Manufacturing - Comp (7-8)
13002 Manufacturing - Comprehensive (9-12)
13997 Manufacturing - Independent (9-12)
13999 Manufacturing - Other (9-12)
13996 Manufacturing - Special Education (9-12)
63996 Manufacturing - Special Education (7-8)
13998 Manufacturing - Work Experience (9-12)
63001 Manufacturing Operations Exploration (7-8)
13001 Manufacturing Operations Exploration (9-12)
05104 Marching Band (9-12)
20111 Marine Mechanics (9-12)
03005 Marine Science (9-12)
12160 Marketing - Merchandising (9-12)
12152 Marketing - Comp (9-12)
12153 Marketing - Fashion (9-12)
12158 Marketing - Floristry (9-12)
12156 Marketing - Food/Beverage Industry (9-12)
12159 Marketing - Hospitality/Tourism (9-12)
12197 Marketing - Independent Study (9-12)
12157 Marketing - Insurance (9-12)
12162 Marketing - Internet (9-12)
12199 Marketing - Other (9-12)
12167 Marketing - Other Specializations (9-12)
12154 Marketing - Real Estate (9-12)
12161 Marketing - Retail (9-12)
12163 Marketing - Sports and Entertainment (9-12)
12155 Marketing - Transportation (9-12)
12198 Marketing - Work Experience (9-12)
12995 Marketing and Business - Aide (9-12)
12997 Marketing and Business - Independent Study (9-12)
12999 Marketing and Business - Other (9-12)
12996 Marketing and Business - Special Education (9-12)
12998 Marketing and Business - Work (9-12)
12056 Marketing and Business International (9-12)
12151 Marketing Career Exploration (9-12)
12166 Marketing Management (9-12)
12164 Marketing Principles (9-12)
62996 Marketing/Business - Special Education
17008 Masonry (9-12)
13052 Materials and Processes (9-12)
52049 Math - Title I (7-8)
02049 Math - Title I (9-12)
02104 Math Analysis (9-12)
02108 Math Analysis/Analytic Geometry (9-12)
02158 Math Applied - Particular Topics (9-12)
02154 Math Business (9-12)
02155 Math Business with Algebra (9-12)
02156 Math Computer with Algebra (9-12)
02157 Math Consumer (9-12)
02991 Math History of (9-12)
02061 Math Integrated - multi-year equivalent (9-12)
02047 Math/Foundation - Independent Study (9-12)
02003 Math/Foundation - Particular Topics (9-12)
52046 Math/Foundation - Spec Ed (7-8)

Alphabetical List of Assignment Codes and Titles

02046 Math/Foundation - Special Education (9-12)
 02105 Math/Trigonometry Analysis (9-12)
 02131 Mathematical Studies IB (11-12)
 00041 Mathematics (1-5)
 00042 Mathematics (6)
 02995 Mathematics - Aide (9-12)
 02997 Mathematics - Independent Study (9-12)
 02999 Mathematics - Other (9-12)
 02993 Mathematics - Test Preparation (9-12)
 02998 Mathematics - Work Experience (9-12)
 02141 Mathematics Analytic - Particular Topics (9-12)
 02133 Mathematics and Computing IB - SL (11-12)
 02102 Mathematics Discrete (9-12)
 02151 Mathematics General Applied (9-12)
 02132 Mathematics IB (11-12)
 02134 Mathematics IB Further - SL (11-12)
 02152 Mathematics Occupationally Applied (9-12)
 02994 Mathematics Proficiency Development (9-12)
 02149 Mathematics Pure - Other (9-12)
 02153 Mathematics Technical (9-12)
 52002 Mathematics/General (7-8)
 02002 Mathematics/General (9-12)
 52001 Mathematics/Informal (7-8)
 02001 Mathematics/Informal (9-12)
 20147 Mechanics and Repair - Independent Study (9-12)
 20149 Mechanics and Repair - Other (9-12)
 20148 Mechanics and Repair - Work Experience (9-12)
 20112 Mechanics Heavy Equipment (9-12)
 20111 Mechanics Marine (9-12)
 20110 Mechanics Small Engine (9-12)
 20109 Mechanics Small Vehicle (9-12)
 10247 Media Technology - Independent Study (9-12)
 10249 Media Technology - Other (9-12)
 10248 Media Technology - Work Experience (9-12)
 10204 Media Technology Particular Topics (9-12)
 14102 Medical Lab Technology (9-12)
 14153 Medical Office Procedures (9-12)
 14154 Medical Terminology (9-12)
 14151 Medical/Clerical Assisting (9-12)
 04059 Medieval European History (9-12)
 31450 Mentor Specialist - Elementary (K-6)
 31460 Mentor Specialist - Secondary (7-12)
 13053 Metal and Wood Processing/Production (9-12)
 13055 Metal Processing/Production (9-12)
 13257 Metalwork - Independent Study (9-12)
 13259 Metalwork - Other (9-12)
 13209 Metalwork - Particular Topics (9-12)
 13258 Metalwork - Work Experience (9-12)
 13201 Metalwork Occupations (9-12)
 13202 Metalworking (9-12)
 03007 Meteorology (9-12)
 03060 Microbiology (9-12)
 04203 Microeconomics AP (11-12)
 10110 Microsoft Certified Professionals (9-12)
 59002 Military Junior ROTC (7-8)
 09002 Military Junior ROTC (9-12)
 22995 Miscellaneous - Aide (9-12)
 22997 Miscellaneous - Independent Study (9-12)
 22999 Miscellaneous - Other (9-12)
 22998 Miscellaneous - Work Experience (9-12)
 73003 Mobility Instruction - Special Ed (7-8)
 23003 Mobility Instruction - Special Ed (9-12)
 04055 Modern European History (9-12)
 04308 Modern Intellectual History (9-12)

04103 Modern U.S. History (9-12)
 04053 Modern World History (9-12)
 02122 Multivariate Calculus (9-12)
 00031 Music (1-5)
 00032 Music (6)
 05147 Music - Independent Study (9-12)
 05149 Music - Other (9-12)
 55146 Music - Special Education (7-8)
 05146 Music - Special Education (9-12)
 05148 Music - Work Experience (9-12)
 55119 Music Appreciation (7-8)
 05119 Music Appreciation (9-12)
 05118 Music History (9-12)
 05117 Music History/Appreciation (9-12)
 05116 Music IB (11-12)
 05114 Music Theory (9-12)
 05115 Music Theory AP (11-12)

N

54111 Native American History (7-8)
 04111 Native American History (9-12)
 00027 Native American Language (1-5)
 00028 Native American Language (6)
 51099 Native American Literature (7-8)
 01099 Native American Literature (9-12)
 54110 Native American Studies (7-8)
 04110 Native American Studies (9-12)
 18504 Natural Resource Management (9-12)
 18547 Natural Resources - Independent Study (9-12)
 18549 Natural Resources - Other (9-12)
 18505 Natural Resources - Particular Topics (9-12)
 18548 Natural Resources - Work Experience (9-12)
 10105 Netware Routing (9-12)
 10109 Network Op Systems Essentials (9-12)
 10108 Network Security (9-12)
 10101 Network Technology (9-12)
 10147 Networking Systems - Independent Study (9-12)
 10149 Networking Systems - Other (9-12)
 10111 Networking Systems - Particular Topics (9-12)
 10148 Networking Systems - Work Experience (9-12)
 10102 Networking Systems (9-12)
 10107 Networks Wireless (9-12)
 06771 Non-Semitic African Language (9-12)
 02101 Number Theory (9-12)
 14051 Nursing (9-12)
 14052 Nursing - LPN (9-12)
 16054 Nutritional Science (9-12)

O

32120 Occupational Therapist (all grades)
 02152 Occupationally Applied Mathematics (9-12)
 08015 Off-Campus Sports (9-12)
 22051 Office Aide (9-12)
 12003 Office and Administrative Technologies (9-12)
 62002 Office Procedures - Comp (7-8)
 12002 Office Procedures - Comp (9-12)
 12004 Office Services (9-12)
 97115 Office Support Personnel - Building
 97110 Office Support Personnel - District
 20097 Operation - Independent Study (9-12)
 20099 Operation - Other (9-12)
 20098 Operation - Work Experience (9-12)

Alphabetical List of Assignment Codes and Titles

14058 Optometrics (9-12)
 05105 Orchestra (9-12)
 03103 Organic Chemistry (9-12)
 03205 Origins of Science (9-12)
 18053 Ornamental Horticulture (9-12)
 97725 Other Non-Certified, Specify (Restricted)

P

12008 Particular Topics in Administration (9-12)
 18204 Particular Topics in Agribusiness (9-12)
 18405 Particular Topics in Ag Mech/Construction (9-12)
 18309 Particular Topics in AgProduction/Processing (9-12)
 02058 Particular Topics in Algebra (9-12)
 02141 Particular Topics in Analytic Mathematics (9-12)
 18106 Particular Topics in Animal Science (9-12)
 04252 Particular Topics in Anthropology (9-12)
 19207 Particular Topics in Apparel and Furnishings (9-12)
 02158 Particular Topics in Applied Math (9-12)
 11056 Particular Topics/Audio/Video Technology/Film (9-12)
 20105 Particular Topics in Automotive Mechanics (9-12)
 20117 Particular Topics in Auto/Repair/Refurbishing (9-12)
 03063 Particular Topics in Biology (9-12)
 02126 Particular Topics in Calculus (9-12)
 17005 Particular Topics in Carpentry (9-12)
 03108 Particular Topics in Chemistry (9-12)
 19055 Particular Topics in Child and Elder Care (9-12)
 11004 Particular Topics in Communication (9-12)
 10008 Particular Topics in Computer Literacy (9-12)
 10161 Particular Topics in Computer Programming (9-12)
 19107 Particular Topics in Cosmetology (9-12)
 14105 Particular Topics in Diagnostic Services (9-12)
 20108 Particular Topics in Diesel Mechanics (9-12)
 04207 Particular Topics in Economics (9-12)
 19154 Particular Topics in Education (9-12)
 17109 Particular Topics in Electricity/Electronics (9-12)
 17105 Particular Topics in Electronics (9-12)
 17107 Particular Topics in Electronics (9-12)
 21015 Particular Topics in Engineering (9-12)
 15153 Particular Topics in Fire Management (9-12)
 02003 Particular Topics in Foundation Mathematics (9-12)
 04002 Particular Topics in Geography (9-12)
 02075 Particular Topics in Geometry (9-12)
 14155 Particular Topics in Health Information (9-12)
 14254 Particular Topics in Health Sciences (9-12)
 14204 Particular Topics in Health Support Services (9-12)
 54310 Particular Topics in Humanities (7-8)
 04310 Particular Topics in Humanities (9-12)
 17057 Particular Topics in HVACR (9-12)
 10256 Particular Topics in Info Support and Services (9-12)
 11105 Particular Topics in Journalism/Broadcasting (9-12)
 04166 Particular Topics in Law (9-12)
 15053 Particular Topics in Law Enforcement (9-12)
 16104 Particular Topics in Lodging (9-12)
 13204 Particular Topics in Machining (9-12)
 10055 Particular Topics in Management Systems (9-12)
 10204 Particular Topics in Media Technology (9-12)
 13209 Particular Topics in Metalwork (9-12)
 18505 Particular Topics in Natural Resources (9-12)
 10111 Particular Topics in Network Systems (9-12)
 03154 Particular Topics in Physics (9-12)
 18056 Particular Topics in Plant Systems (9-12)
 11159 Particular Topics in Printing Technology (9-12)
 02204 Particular Topics in Probability and Statistics (9-12)

13058 Particular Topics in Processing/Production (9-12)
 04255 Particular Topics in Psychology (9-12)
 16203 Particular Topics in Rec/Amuse/Attractions (9-12)
 16057 Particular Topics in Restaurant/Food/Bev Svc (9-12)
 15103 Particular Topics in Security (9-12)
 13206 Particular Topics in Sheet Metal (9-12)
 04259 Particular Topics in Sociology (9-12)
 21058 Particular Topics in Technology (9-12)
 14063 Particular Topics in Therapeutic Services (9-12)
 16155 Particular Topics in Travel and Tourism (9-12)
 04152 Particular Topics in U.S. Government (9-12)
 04109 Particular Topics in U.S. History (9-12)
 13208 Particular Topics in Welding (9-12)
 04065 Particular Topics in World History (9-12)
 31470 Peer Assistance Specialist - Elem (K-6)
 31480 Peer Assistance Specialist - Sec (7-12)
 72209 Personal Development (7-8)
 22209 Personal Development (9-12)
 14253 Pharmacology (9-12)
 14152 Pharmacy Assisting (9-12)
 04306 Philosophy (9-12)
 04307 Philosophy - Particular Topics (9-12)
 04309 Philosophy IB (11-12)
 14104 Phlebotomy (9-12)
 11054 Photo Imaging (9-12)
 11157 Photoengraving (9-12)
 11053 Photographic Laboratory and Darkroom (9-12)
 05167 Photography (9-12)
 11156 Photography and Printing Technology (9-12)
 11052 Photography Commerical (9-12)
 11102 Photojournalism (9-12)
 03104 Physical Chemistry (9-12)
 58046 Physical Education - Spec Ed (7-8)
 08046 Physical Education - Special Education (9-12)
 08048 Physical Education - Work Experience (9-12)
 00051 Physical Education (1-5)
 00052 Physical Education (6)
 58001 Physical Education (7-8)
 08001 Physical Education (9-12)
 08047 Physical Education - Independent Study (9-12)
 08049 Physical Education - Other (9-12)
 58007 Physical Education Adapted (7-8)
 08007 Physical Education Adapted 9-12)
 08014 Physical Education Equivalent (9-12)
 03008 Physical Geography (9-12)
 53159 Physical Science (7-8)
 03159 Physical Science (9-12)
 03995 Physical Science and Life - Aide (9-12)
 03997 Physical Science and Life - Indep (9-12)
 53999 Physical Science and Life - Other (7-8)
 03999 Physical Science and Life - Other (9-12)
 53996 Physical Science and Life - Special Ed (7-8)
 03996 Physical Science and Life - Special Ed (9-12)
 03998 Physical Science and Life - Work Exper (9-12)
 03160 Physical Science IB (11-12)
 32130 Physical Therapist (all grades)
 14060 Physical Therapy (9-12)
 53151 Physics (7-8)
 03151 Physics (9-12)
 03152 Physics - Advanced Studies (9-12)
 03197 Physics - Independent Study (9-12)
 03199 Physics - Other (9-12)
 03154 Physics - Particular Topics (9-12)
 03198 Physics - Work Experience (9-12)

65996	Public/Protect
15995	Public/Protect
15999	Public/Protect
15996	Public/Protect
15998	Public/Protect
15997	Public/Protect
11104	Publication P
97605	Pupil Transp
97603	Pupil Transp
97606	Pupil Transp
97602	Pupil Transp
97601	Pupil Transp
97604	Pupil Transp
97607	Pupil Transp
97112	Purchasing/V
02149	Pure Mathem
00017	Reading/Stud
00018	Reading/Stud
12007	Recordkeepin
16201	Recreation/A
66201	Recreation, A
16297	Recreation/A
16298	Recreation/A
16202	Recreation/A
16299	Recreation/A
16203	Recreation/A
08004	Recreational
17052	Refrigeration
97520	Related Serv
57001	Religious Fou
07001	Religious Fou
13357	Repair - Inde
13359	Repair - Othe

Grade	Course	Prerequisite	Course Description
9-12	Reading/Study Strategy (00017)	None	Reading/Study Strategy (00017)
9-12	Reading/Study Strategy (00018)	None	Reading/Study Strategy (00018)
9-12	Recordkeeping (12007)	None	Recordkeeping (12007)
9-12	Recreation/Amusement/A (16201)	None	Recreation/Amusement/A (16201)
9-12	Recreation/Amusement/A (66201)	None	Recreation/Amusement/A (66201)
9-12	Recreation/Amusement/A (16297)	None	Recreation/Amusement/A (16297)
9-12	Recreation/Amusement/A (16298)	None	Recreation/Amusement/A (16298)
9-12	Recreation/Amusement/A (16202)	None	Recreation/Amusement/A (16202)
9-12	Recreation/Amusement/A (16299)	None	Recreation/Amusement/A (16299)
9-12	Recreation/Amusement/A (16200)	None	Recreation/Amusement/A (16200)

Alphabetical List of Assignment Codes and Titles

12106 Risk Management and Insurance (9-12)
 21009 Robotics (9-12)
 06181 Romance/Italic Language (9-12)
 59002 ROTC (7-8)
 09002 ROTC (9-12)
 10104 Router Basics (9-12)
 06601 Russian I (9-12)

S

97706 Safe Environment - Attendance Officers
 97704 Safe Environment - Before/After School Programs
 97705 Safe Environment - Community Ed
 97702 Safe Environment - Crossing Guard Personnel
 97709 Safe Environment - Other
 97703 Safe Environment - Playground/Noon Duty/Hall
 97701 Safe Environment - Security Personnel
 08055 Safety and First Aid (9-12)
 12247 Sales - Independent Study (9-12)
 12249 Sales - Other (9-12)
 12248 Sales - Work Experience (9-12)
 22103 School Governance (9-12)
 32070 School Nurse (all grades)
 00102 School Orientation/Advisory Period (5-6)
 32080 School Psychologist (all grades)
 32090 School Social Worker (all grades)
 03205 Science - Origins of (9-12)
 03006 Science AP Environmental (11-12)
 03047 Science Earth - Independent Study (9-12)
 03048 Science Earth - Work Experience (9-12)
 53001 Science Earth (7-8)
 03001 Science Earth (9-12)
 03009 Science Earth and Space (9-12)
 53003 Science Environmental (7-8)
 03003 Science Environmental (9-12)
 03207 Science Environmental AP (11-12)
 03201 Science Integrated (9-12)
 03005 Science Marine (9-12)
 53159 Science Physical (7-8)
 03159 Science Physical (9-12)
 03160 Science Physical IB (11-12)
 18055 Science Soil (9-12)
 03210 Science Technical (9-12)
 03204 Science Technology/Engineering (9-12)
 03202 Science Unified (9-12)
 03209 Science, Technology, and Society (9-12)
 03211 Scientific Research and Design (9-12)
 15103 Security - Particular Topics (9-12)
 15147 Security and Protection - Independent Study (9-12)
 15149 Security and Protection - Other (9-12)
 15148 Security and Protection - Work Experience (9-12)
 15102 Security Services (9-12)
 08012 Self-defense (9-12)
 72207 Self-Management (7-8)
 22207 Self-Management (9-12)
 12202 Selling Principles (9-12)
 22106 Seminar (9-12)
 13205 Sheet Metal (9-12)
 13206 Sheet Metal - Particular Topics (9-12)
 18102 Small Animal Care (9-12)
 20110 Small Engine Mechanics (9-12)
 20109 Small Vehicle Mechanics (9-12)
 73005 Social Development Instruction (7-8)
 23005 Social Development Instruction (9-12)

54260 Social Science (7-8)
 04260 Social Science (9-12)
 04297 Social Science - Independent Study (9-12)
 04299 Social Science - Other (9-12)
 04298 Social Science - Work Experience (9-12)
 04261 Social Science Research (9-12)
 04995 Social Science/History - Aide (9-12)
 04997 Social Science/History - Ind Study (9-12)
 04999 Social Science/History - Other (9-12)
 04994 Social Science/History - Proficiency Dev (9-12)
 04996 Social Science/History - Spec Ed (9-12)
 04998 Social Science/History - Work Experience (9-12)
 54996 Social Science/History-Spec Ed (7-8)
 00063 Social Studies (1-5)
 00064 Social Studies (6)
 54305 Social Studies (7-8)
 04305 Social Studies (9-12)
 04258 Sociology (9-12)
 04259 Sociology - Particular Topics (9-12)
 18055 Soil Science (9-12)
 06581 Southeast Asian (9-12)
 00021 Spanish (1-5)
 00022 Spanish (6)
 56101 Spanish (7-8)
 06110 Spanish - IB Language A (non-English) (11-12)
 06111 Spanish - IB Language B (11-12)
 06108 Spanish Conversation and Culture (9-12)
 06107 Spanish Field Experience (9-12)
 56106 Spanish for Native Speaker (7-8)
 06106 Spanish for Native Speakers (9-12)
 06101 Spanish I (9-12)
 06102 Spanish II (9-12)
 06103 Spanish III (9-12)
 06104 Spanish IV (9-12)
 06112 Spanish Language AP (11-12)
 06109 Spanish Literature (9-12)
 06113 Spanish Literature AP (11-12)
 06105 Spanish V (9-12)
 00083 Special Education - Early Childhood Ed (1-6)
 00080 Special Education - Elem Instruction (K-6)
 00086 Special Education - Hearing Impaired (K-6)
 73003 Special Education - Mobility Instruction (7-8)
 23003 Special Education - Mobility Instruction (9-12)
 73099 Special Education - Other (7-8)
 23099 Special Education - Other (9-12)
 00085 Special Education - Visual Impaired (1-6)
 08054 Special Needs Health (9-12)
 97715 Special Projects Personnel (Restricted)
 73001 Special Resources (7-8)
 23001 Special Resources (9-12)
 08013 Specific Sports Activities (9-12)
 01197 Speech - Independent Study (9-12)
 01199 Speech - Other (9-12)
 01198 Speech - Work Experience (9-12)
 32050 Speech/Language Pathologist (all grades)
 08013 Sports Activities - Specific (9-12)
 08010 Sports Aquatics/Water (9-12)
 08003 Sports Individual/Dual (9-12)
 08015 Sports Off-Campus (9-12)
 08017 Sports Physiology (9-12)
 08004 Sports Recreational (9-12)
 08002 Sports Team (9-12)
 12163 Sports/Entertainment Marketing (9-12)
 72001 Standardized Test Preparation (7-8)

Alphabetical List of Assignment Codes and Titles

22001	Standardized Test Preparation (9-12)	08011	Tennis (9-12)
04105	State - Specific Studies (9-12)	05164	Textiles (9-12)
72002	State Test Preparation (7-8)	05052	Theatre Arts (9-12)
22002	State Test Preparation (9-12)	14097	Therapeutic Services - Independent Study (9-12)
02202	Statistics and Inferential Probability (9-12)	14099	Therapeutic Services - Other (9-12)
02207	Statistics and Probability - Independent Study (9-12)	14063	Therapeutic Services - Particular Topics (9-12)
02209	Statistics and Probability - Other (9-12)	14098	Therapeutic Services - Work Experience (9-12)
02204	Statistics and Probability - Particular Topics (9-12)	00070	Title I - All Subjects (K-6)
02201	Statistics and Probability (9-12)	00073	Title I - Early Childhood (ages 3-5)
02203	Statistics AP (11-12)	51049	Title I - Language Arts (7-8)
51066	Strategic Reading (7-8)	01049	Title I - Language Arts (9-12)
01066	Strategic Reading (9-12)	00077	Title I - LEP (1-5)
72006	Study Hall (7-8)	00078	Title I - LEP (6)
22006	Study Hall (9-12)	00075	Title I - Math (1-5)
72003	Study Skills (7-8)	00076	Title I - Math (6)
22003	Study Skills (9-12)	52049	Title I - Math (7-8)
58058	Substance Abuse Prevention (7-8)	02049	Title I - Math (9-12)
08058	Substance Abuse Prevention (9-12)	00071	Title I - Reading (1-5)
41010	Superintendent (all grades)	00072	Title I - Reading (6)
43030	Supervisor, Other (all grades)	51048	Title I - Reading (7-8)
43020	Supervisor/Coordinator-Special Education	01048	Title I - Reading (9-12)
14056	Surgical Technology (9-12)	51047	Title I - Resource Teacher (7-8)
06761	Swahili I (9-12)	01047	Title I - Resource Teacher (9-12)
13147	Systems/Research - Independent Study (9-12)	04307	Topics in Philosophy (9-12)
13149	Systems/Research - Other (9-12)	73006	Transition - Special Ed (7-8)
13148	Systems/Research - Work Experience (9-12)	23006	Transition - Special Ed (9-12)
T		70001	Transp/Distribut/Logistics Exploration (7-8)
00850	Teacher Preparation Period (5-6)	20001	Transp/Distribut/Logistics Exploration (9-12)
72850	Teacher Preparation Period (7-8)	97602	Transportation - Dispatcher/Secretary
22850	Teacher Preparation Period (9-12)	97604	Transportation - School Bus Assistant
19151	Teaching Profession (9-12)	97607	Transportation - School Bus Driver Trainer
08002	Team Sports (9-12)	97605	Transportation - School Bus Drivers
02153	Technical Mathematics (9-12)	97603	Transportation - School Bus Mechanic
03210	Technical Science (9-12)	97606	Transportation - School Bus Monitors
01105	Technical/Research Writing (9-12)	97601	Transportation - Supervisor
51105	Technical/Research Writing (7-8)	20995	Transportation/Distribution/Logistics - Aide (9-12)
21054	Technological Innovation (9-12)	20997	Transportation/Distribution/Logistics - Ind (9-12)
21056	Technological Inquiry (9-12)	20999	Transportation/Distribution/Logistics - Other (9-12)
71051	Technological Literacy (7-8)	20996	Transportation/Distribution/Logistics - Spec Ed (9-12)
21051	Technological Literacy (9-12)	20998	Transportation/Distribution/Logistics - Work (9-12)
21052	Technological Processes (9-12)	70996	Transportation/Distribution/Logistics-Special Ed (7-8)
21053	Technologies Emerging (9-12)	16152	Travel and Tourism - Comprehensive (9-12)
21097	Technology - Independent Study (9-12)	16197	Travel and Tourism - Independent Study (9-12)
21099	Technology - Other (9-12)	16199	Travel and Tourism - Other (9-12)
21098	Technology - Work Experience (9-12)	16155	Travel and Tourism - Particular Topics (9-12)
46040	Technology Administrator (all grades)	16198	Travel and Tourism - Work Experience (9-12)
21057	Technology Aerospace (9-12)	02103	Trigonometry (9-12)
21058	Technology Apps - Particular Topics (9-12)	02106	Trigonometry/Algebra (9-12)
21055	Technology Assessing (9-12)	02107	Trigonometry/Analytic Geometry (9-12)
31440	Technology Assistance Specialist (7-12)	02105	Trigonometry/Math Analysis (9-12)
31430	Technology Assistance Specialist (K-6)	20051	Truck and Bus Driving (9-12)
11002	Technology Communication (9-12)	18054	Turf and Landscape Management (9-12)
03206	Technology Design IB (11-12)	06661	Turkic/Ural-Altaic Language (9-12)
10007	Technology Information in a Global Society IB (11-12)	72005	Tutorial (7-8)
10247	Technology Media - Independent Study (9-12)	22005	Tutorial (9-12)
10249	Technology Media - Other (9-12)	22054	Tutoring Practicum (9-12)
10248	Technology Media - Work Experience (9-12)	U	
10204	Technology Media Particular Topics (9-12)	04107	U.S. Ethnic Studies (9-12)
03153	Technology Principles (9-12)	04108	U.S. Gender Studies (9-12)
03209	Technology, Science, and Society (9-12)	04151	U.S. Government - Comprehensive (9-12)
11003	Telecommunications (9-12)	04152	U.S. Government - Particular Topics (9-12)
10106	Telecommunications/Networking Wide Area (9-12)	04157	U.S. Government and Politics AP (11-12)

Alphabetical List of Assignment Codes and Titles

04199	U.S. Government, Politics and Law - Other (9-12)	16153	World Travel and Tourism (9-12)
54101	U.S. History - Comprehensive (7-8)	51104	Writing/Creative (7-8)
04101	U.S. History - Comprehensive (9-12)	01104	Writing/Creative (9-12)
04147	U.S. History - Independent Study (9-12)		
04149	U.S. History - Other (9-12)		
04109	U.S. History - Particular Topics (9-12)		
04148	U.S. History - Work Experience (9-12)		
04104	U.S. History AP (11-12)	03061	Zoology (9-12)
04106	U.S. Issues Contemporary (9-12)		
03202	Unified Science (9-12)		
04156	United States and World Affairs (9-12)		
17012	Upholstering (9-12)		

Z

V

22105	Values Clarification (9-12)
18105	Veterinary Science (9-12)
11055	Video (9-12)
06501	Vietnamese I (9-12)
14057	Vision Care (9-12)
05197	Visual Art - Independent Study (9-12)
00037	Visual Arts (1-5)
00038	Visual Arts (6)
05199	Visual Arts - Other (9-12)
05198	Visual Arts - Work Experience (9-12)
10153	VISUAL BASIC Programming (9-12)
00085	Visual Impaired Instructor - Spec Education (K-6)
73008	Visually Impaired Instruction (7-8)
23008	Visually Impaired Instruction (9-12)
05112	Vocal Ensemble (9-12)
05113	Vocal Music - Individual Technique (9-12)

W

17011	Wall Finishing (9-12)
20152	Warehouse Operations (9-12)
10201	Web Page Design (9-12)
08009	Weight Training (9-12)
13207	Welding (9-12)
13208	Welding - Particular Topics (9-12)
04063	Western Civilization (9-12)
10106	Wide Area Telecommunications/Networking (9-12)
18501	Wildlife Management (9-12)
10107	Wireless Networks (9-12)
13053	Wood and Metal Processing/Production (9-12)
13054	Wood Processing/Production (9-12)
17006	Woodworking (9-12)
12006	Word Processing (9-12)
04156	World Affairs and United States (9-12)
04061	World Area Studies (9-12)
54001	World Geography (7-8)
04001	World Geography (9-12)
04097	World History - Independent Studies (9-12)
04099	World History - Other (9-12)
54051	World History - Overview (7-8)
04051	World History - Overview (9-12)
04065	World History - Particular Topics (9-12)
04098	World History - Work Experience (9-12)
04057	World History AP (11-12)
54052	World History/Geography (7-8)
04052	World History/Geography (9-12)
04064	World Issues - Contemporary (9-12)
01058	World Literature (9-12)
04062	World People Studies (9-12)

Idaho Code Section 33-1004A. Each instructional and administrative staff position shall be assigned an appropriate multiplier based upon the following table

EXPERIENCE AND EDUCATION MULTIPLIER TABLE

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA + 36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

In determining the experience factor, the actual years of teaching or administrative service in an accredited public school, in an accredited private or parochial school, or beginning in the 2005-06 school year and thereafter in an accredited college or university shall be credited.

In determining the education factor, only credits earned after initial certification, based upon a transcript on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by the state board of education or a regional accrediting association shall be allowed. Instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited toward the education factor.

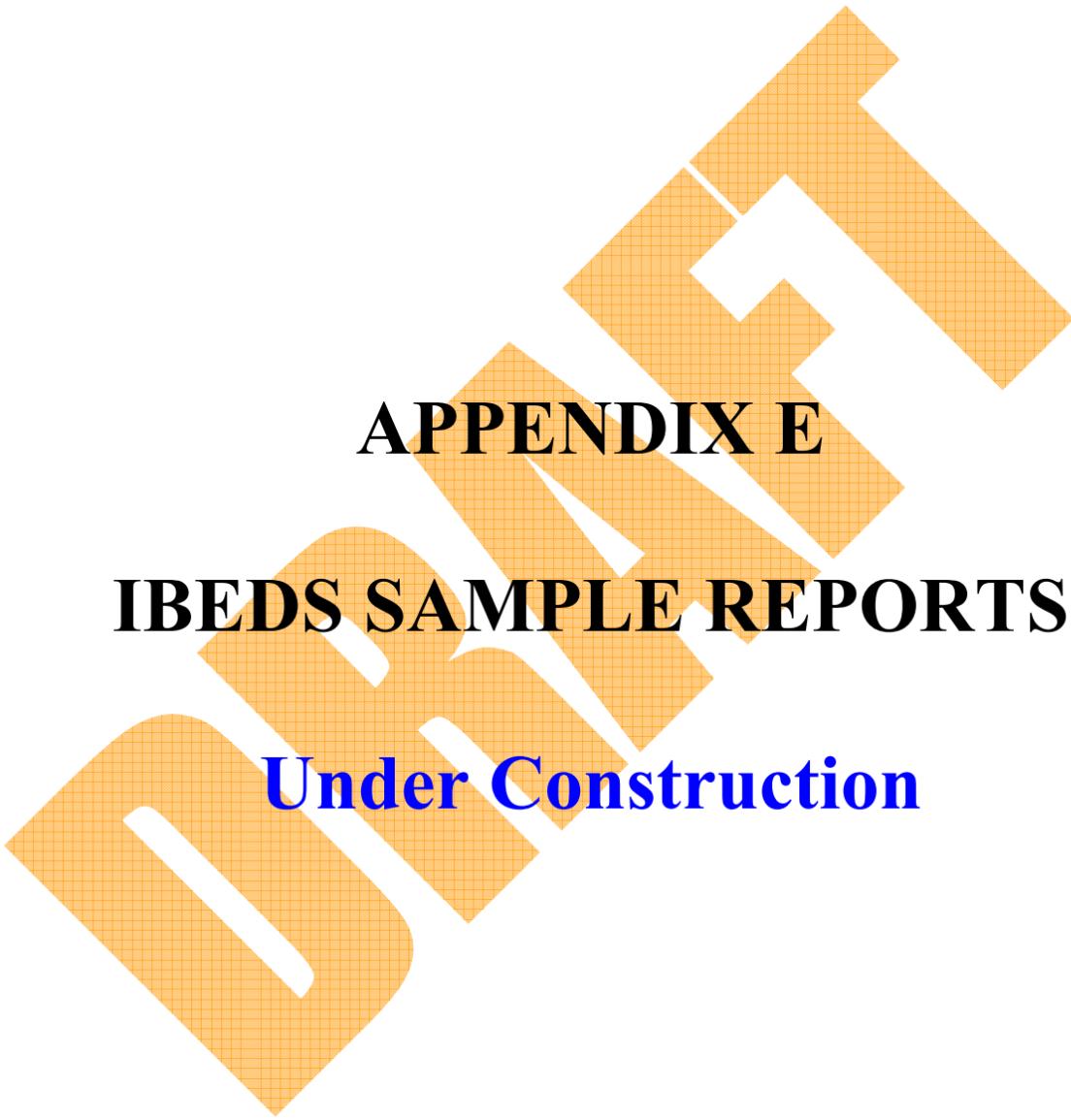
IBEDS STATE/PROVINCE CODES

<u>CODE</u>	<u>STATE, TERRITORY, OR PROVINCE</u>	<u>CODE</u>	<u>STATE, TERRITORY, OR PROVINCE</u>
AB	ALBERTA	ND	NORTH DAKOTA
AK	ALASKA	NE	NEBRASKA
AL	ALABAMA	NF	NEWFOUNDLAND
AR	ARKANSAS	NH	NEW HAMPSHIRE
AZ	ARIZONA	NJ	NEW JERSEY
BC	BRITISH COLUMBIA	NM	NEW MEXICO
CA	CALIFORNIA	NS	NOVA SCOTIA
CO	COLORADO	NV	NEVADA
CT	CONNECTICUT	NY	NEW YORK
DC	DISTRICT OF COLUMBIA	OH	OHIO
DE	DELAWARE	OK	OKLAHOMA
FL	FLORIDA	ON	ONTARIO
GA	GEORGIA	OR	OREGON
HI	HAWAII	OT	OTHER
IA	IOWA	PA	PENNSYLVANIA
ID	IDAHO	PE	PRINCE EDWARD ISLAND
IL	ILLINOIS	PQ	QUEBEC
IN	INDIANA	PR	PUERTO RICO
KS	KANSAS	RI	RHODE ISLAND
KY	KENTUCKY	SC	SOUTH CAROLINA
LA	LOUISIANA	SD	SOUTH DAKOTA
MA	MASSACHUSETTS	SK	SASKATCHEWAN
MB	MANITOBA	TN	TENNESSEE
MD	MARYLAND	TX	TEXAS
ME	MAINE	UT	UTAH
MI	MICHIGAN	VA	VIRGINIA
MN	MINNESOTA	VI	VIRGIN ISLANDS
MO	MISSOURI	VT	VERMONT
MS	MISSISSIPPI	WA	WASHINGTON
MT	MONTANA	WI	WISCONSIN
NB	NEW BRUNSWICK	WV	WEST VIRGINIA
NC	NORTH CAROLINA	WY	WYOMING

Illustration Table

Illustration 1 - Personal Information (Certified Staff)	10
Illustration 2 - Personal Information; Education (Certified Staff)	14
Illustration 3 - Personal Information; History (Certified Staff)	16
Illustration 4 – Contract Type (Certified Staff)	17
Illustration 5 - District Employment Information (Certified Staff)	18
Illustration 6 - Extra Pay (Certified Staff)	19
Illustration 7 - Employee Funding Source (Certified Staff)	19
Illustrations - Assignment and Membership by Grade, Ethnicity & Gender	20-26
Illustration 8 - District Employment Information (Non-certified Staff)	29
Illustrations 9 & 10 - Assignment and Wages (Non-certified Staff)	30
Illustration 11 - Employee Funding Source (Non-certified Staff)	31
Illustration 12 – Non-certified Staff (Computerized Method)	31
Illustration 13 – Paraprofessional (Non-certified Staff)	33
Illustration 14 – Contractor Information (Non-District Contracted Certified Staff)	35
Illustration 15 - Assignment and Wages (Non-District Contracted Non-certified Staff)	37
Illustration 16 – Contractor Funding Source (Non-District Contracted Non-certified Staff)	37

DRAFT



APPENDIX E
IBEDS SAMPLE REPORTS

Under Construction